



Peoria Police Department Policy and Procedure Manual

Policy 4.09

Department Firearms



I. POLICY

It is the policy of the Peoria Police Department that only Peoria Police Department issued firearms and ammunition, and firearms specifically authorized by the Chief of Police or designee, be used for duty purposes by all certified personnel employed by the Peoria Police Department. Civilian personnel are prohibited from possessing non-issued deadly weapons of any nature on the employer's premises, regardless of any permit, at any time they are performing duties associated with their employment.

II. PROCEDURE

A. Safety and Handling of Firearms

1. Basic Safety Rules: All certified personnel of the Peoria Police Department will adhere to the following basic safety rules and "Condition Check Rule" at all times while handling any firearm.
 - a. Treat all firearms as though they are loaded.
 - b. Point the muzzle in a "safe direction." Safe Direction is defined as an area where, if an accidental or negligent discharge occurs, only minor property damage and no human injury will result.
 - c. Keep your finger along the frame until your sights are on the intended target and you have decided to fire.
 - d. Be sure of your target and what is around and behind it.
 - e. "Condition Check Rule": Whenever you pick up a firearm that has been out of your direct control (even for an instant), open the action and check to make sure the firearm is unloaded.
 - f. The Firearms Instructor will brief all officers on the firearms safety rules and "Condition Check Rule" prior to qualification/training firing.
2. Firearms Training and Qualification Manual (1.3.12)
 - a. A Firearms Training and Qualification Manual will be available electronically to all Peoria Police Department members. This manual will, at a minimum, outline the required knowledge of all Peoria Police Department issued firearms and ammunition.
 - b. It will be the responsibility of the Staff Services Bureau Manager to ensure this manual is updated periodically and that all certified employees receive a copy of and are trained on any and all updated material.
3. Officers will not clean, repair, cycle the slide, assemble or disassemble, or load firearms in the police facility unless authorized to do so by a supervisor. Loading and unloading of firearms will be accomplished through the use of the Clearing Device and firearms will be inspected for clearance of ammunition.
4. Officers will not unnecessarily handle or display firearms.
5. All weapons will be considered loaded by each officer handling the firearm.
6. Officers will immediately inspect and unload all firearms that come into their possession unless a particular circumstance or investigative procedure prevents them from doing so. Officers not familiar with a particular weapon will immediately contact the on-duty supervisor or the Peoria Police Department Armorer for assistance.

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7. All firearms (evidence, found, impounded) will be unloaded prior to placement in a property locker. If this is not possible, the "safety" on the weapon will be activated and the firearm will be clearly tagged to indicate that it may be loaded.
 - a. Loaded weapons, or weapons suspected of being loaded, shall be placed in the Armory if they cannot be safely unloaded.
 - b. The impound form shall be placed in the Envelope Locker related to the Property Room and shall indicate the condition and location of the firearm.
 - c. A Range Officer or an Armorer shall be notified of the location of the firearm and shall clear the firearm and place it into Property as soon as possible.
8. The Peoria Police Department Rangemaster is responsible for maintaining a record on every weapon that has been approved for agency use to include description and type of firearm, model and serial number, and the name of the owner or person to whom it is assigned. Additionally, the records should reflect the courses fired, scores obtained, dates, and approving official's name. (1.3.9.d) (1.3.11.b)

B. Care of Firearms

1. Cleaning and Care: Officers are responsible for the care and cleaning of Peoria Police Department issued firearms, as well as personally owned firearms, authorized to be carried both on and/or off-duty. Weapons shall be clean and lubricated at all times, and cleaned as soon as practical following a qualification.
2. Field Stripping: Disassembly of Peoria Police Department issued firearms for cleaning is limited to "field stripping" only. (Personnel trained and approved by the Chief of Police or Designee to further disassemble firearms are exempt from this provision).
3. Repairs: Firearms in need of repair shall be submitted, without undue delay, to the Peoria Police Department Rangemaster with a written memorandum describing the type of malfunction and, if known, the cause. (1.3.9.c)
4. Damage to weapons: Damage to Peoria Police Departmental firearms will be immediately reported to the on-duty supervisor. A written memorandum must be submitted and the firearm shall be taken out of service until checked by the Peoria Police Department Rangemaster. (1.3.9.c)
5. Monthly Inspections: Supervisors will conduct unannounced, monthly inspections of Peoria Police Department issued weapons.
6. Carrying out-of-state: Peoria Police Department issued firearms will not be taken out of state without prior written authorization from the Chief of Police.
 - a. A sworn employee requesting permission from the Chief of Police or his/her designee, to transport or possess a Peoria Police Department issued firearm outside the State of Arizona shall submit a memorandum (PD Form 150-027) to the Chief of Police, through the chain of command, requesting permission to carry their Peoria Police Department issued firearm out of state, or on board an aircraft.
 - (1) The memorandum shall detail the reason to be armed, the specific dates and times of the travel, the method of travel, the location of where the employee is going, and the reason for the travel.
 - (2) The memorandum shall list the specific dates and itinerary for flights when firearms are needed.
 - (3) The memorandum shall list the specific firearm(s) the employee shall be in possession of.
 - b. If the sworn employee is traveling by air, the Transportation Security Administration (TSA) Law Enforcement Officer Flying Armed guidelines shall be adhered to.
 - c. The sworn employee must have attended the required TSA Law Enforcement Officer Flying Armed training, conducted by the Peoria Police Department staff, prior to being authorized by the Chief of Police or his/her designee to board an aircraft with a Peoria Police Department issued firearm.

- d. The sworn employee shall provide a draft letter of authorization to be signed by the Chief of Police (PD Form 150-028).
 - (1) The letter of authorization shall detail the reason to be armed, the specific dates and times of the travel, the method of travel, the location of where the employee is going, and the reason for the travel.
 - (2) The memorandum shall list the specific dates and itinerary for flights when firearms are needed.
 - (3) The letter shall list the specific firearm(s) the employee shall be in possession of.
- e. The sworn employee shall have the letter of authorization from the Chief of Police or his/her designee in their possession at all times when authorized to board an aircraft or be out of state with a Peoria Police Department issued firearm.
- f. The sworn employee shall abide by the rules and procedures as specified by the TSA Law Enforcement Officer Flying Armed guidelines when authorized to board an aircraft with a Peoria Police Department issued firearm.
- g. The sworn employee shall abide by the policies governing City of Peoria Police Department use of force guidelines and the use of Peoria Police Department issued weapons.
- h. The Chief of Police or designee may authorize a sworn employee to carry and possess their Peoria Police Department issued firearm at a specific destination, but not authorize the employee to travel on an aircraft while carrying a firearm. The employee would transport the firearm to their destination in accordance with TSA guidelines governing transporting firearms within the check in baggage.

7. Storage:

- a. Officers going on vacation or leave may, if they so desire, make arrangements with the Peoria Police Department Rangemaster or Armorer to secure their Peoria Police Department issued weapon in the armory.
 - b. Officers shall not take any Peoria Police Department owned weapon home (except the standard issued Glock pistol) without written permission from the Chief of Police or a designee.
8. Preventative Maintenance: A qualified Armorer will be responsible to conduct preventative maintenance of each Peoria Police Department issued firearm a minimum of once each calendar year.
- a. Firearms not serviced shall be taken out of service until the preventative maintenance is conducted.
 - b. Preventive maintenance on shotguns, UPR's and other specialty weapons will be conducted once each year or as needed or required. (1.3.9.c)
9. Safety Inspections: Prior to a certified officer carrying their assigned duty weapon, the weapon shall be safety inspected and test fired by a Peoria Police Department Rangemaster.
- a. The inspector shall complete a Firearms Assignment, Usage, and Maintenance Record form, establishing that the weapon has passed inspection. The form shall be maintained in the Staff Services Bureau.
 - b. Once the weapon has passed its initial inspection, it shall be stored in a secured cabinet in the Armory until assigned to an officer. (1.3.9.c)

C. Firearms Training and Qualification (1.3.10) (16.3.6) (33.5.1)

- 1. Officers must qualify semi-annually with their Peoria Police Department issued firearm they are authorized to carry, or are normally equipped with, during the course of duty.
 - a. Semi-annual qualification is defined as completing an Arizona Peace Officer Standards Training (AZPOST) qualification shoot in the first six months of the year, and one AZPOST qualification shoot during the last six months of the year.

- b. Safety, correct techniques, and accuracy are the goals of firearms training.
 - c. Courses to emphasize both night and day shootings will be established and may include the use of special weapons and equipment.
 - d. Officers will receive at least annual training on Policy 1.03, Use of Force, including the criteria necessary to employ deadly force.
 - e. The Chief of Police may approve deviations from this policy which comply with AZPOST requirements.(1.3.11.b)
2. Officers must be certified on any specialty weapon (UPR, Shotgun, Pepperball, etc.) that they carry on their person or within their vehicle.
- a. The certification process consists of successfully completing the certification course for that weapon system or
 - b. Successful completion of the Alternate Certification Process for laterals and U.S. Military trained personnel.
 - c. Successful completion of the supplementary course for SAU members that have attended a 40 hour Special Weapons And Tactics (SWAT) school.
3. Alternate Certification Process for previously trained Lateral Officers and U.S. Military trained officers:
- a. Officer must have been previously trained in the use of the weapon at another agency or while serving in a branch of the U.S. Military.
 - b. Course must be comparable to the Peoria Police Department's
 - c. Officer must be off probation
 - d. Previous training on a AR15/M16 style weapon must be at least 24 hours long
 - e. Previous training on a Remington Shotgun must be at least 8 hours long
 - f. The officer must submit a memorandum to the Rangemaster requesting to take part in this program. Memorandum must include:
 - (1) Type of weapon
 - (2) Dates of training
 - (3) Duration of training
 - (4) Where training took place
 - g. After memorandum has been accepted the officer must take the written test and successfully pass the proficiency test and qualification shoot.
 - h. The Rangemaster will submit the officer's original memorandum, written test and qualification score through the Chain of Command for final approval by the Chief of Police or designee. Approval may be denied if the length of time between the training and pending approval is deemed excessive.
4. Firearms training requirements will include the following:
- a. Firearms certification with primary weapons shall be required at least semi-annually, with additional practice training sessions at the range each year when practical. All qualification requirements, including passing score, target type, distances, and other conditions are mandated by AZPOST and are outlined in the AZPOST Manual and the Peoria Police Department Firearms Qualification Manual. (1.3.11.b)

- b. In the event of an accidental or unintentional discharge, the involved officer must undergo re-certification within ten (10) days. The Chief of Police may assign an officer involved in an on or off-duty accidental or unintentional discharge to administrative duties pending re-certification. (1.3.11.c)
 - c. An officer will be allowed no more than three attempts of the AZPOST qualification course to qualify on any given range day, unless authorized by the Peoria Police Department Rangemaster.
 - d. An officer who fails to meet any AZPOST certification course will be granted a ten (10) day grace period during which time they will be assigned to an administrative position pending qualification.
 - (1) Within the ten (10) day period, the officer must report to the Staff Services Bureau Manager for remedial training and certification.
 - (2) An officer who fails to qualify after completion of remedial training will not be authorized to return to full duty.
 - (3) Failure to qualify may subject the officer to disciplinary action up to and including dismissal. (1.3.11.c)
 - e. Each officer shall receive training and instruction on Use of Force before being authorized to carry the Peoria Police Department issued firearm. (1.3.11)
5. Officers are not mandated to carry a handgun when off-duty. An officer who elects not to carry a handgun while off-duty shall not be subjected to disciplinary action if an occasion should arise in which they could take action if they were armed. Exception: Off-duty sworn personnel, while operating a Peoria Police Department vehicle, shall carry their duty weapon.
6. All range activities to include proficiency training shall be monitored by a Peoria Police Department designated Rangemaster and/or Assistant Rangemaster. (1.3.11.a)
- a. Qualification “shoots” to meet state requirements shall be supervised by an AZPOST Certified Firearms Instructor.
 - b. Training “shoots” may be supervised by a Peoria Police Department designated Rangemaster and/or Assistant Rangemaster.
 - c. There shall be no more than five officers on the firing line per instructor at any given time during all range firing.
7. Officers may carry their duty weapon in any holster while off duty.
8. Officers assigned to the Field Training Program shall not carry their duty weapon in a loaded and/or concealed manner on or off-duty, except while in direct travel to and from work with no incidental stops, or unless assigned to and with a Field Training Officer.
- D. Firearms and Ammunition. Only weapons issued by the Peoria Police Department or weapons inspected and approved by the Peoria Police Department will be authorized. Peoria Police Department issued ammunition shall be the only ammunition authorized for duty and official police use. Weapons and ammunition will be stored within the Peoria Police Department Armory or an approved designated bunker area in accordance to all Federal and State regulations. (1.3.9.a & b) (41.3.5)
1. Shotguns
- a. All shotguns will be the Remington 870 Police Magnum 12 gauge and will be Peoria Police Department issued. No personally owned shotguns will be authorized for police use. (1.3.9.a)
 - b. All shotguns carried in patrol vehicles will be placed into the shotgun racks or storage unit provided and secured at all times with the chamber void of any ammunition.

- c. Shotguns will be unloaded immediately when removed from vehicles for cleaning and inspection. Shotguns will be unloaded prior to storage, with the safety in the "ON" position and the action (slide) open after each use.
- d. Shotguns will be cleaned only by a Peoria Police Department Rangemaster or the designated Armorer who has been trained in the proper cleaning procedures. Shotguns will be cleaned and inspected yearly by the Peoria Police Department Armorer annually. Records shall be retained in the Master Firearms Maintenance Log and a copy submitted to the Administrative Sergeant. (1.3.9.c)
- e. Officers who receive the annual re-certification on use of the shotgun are mandated to have the shotgun or less lethal shotgun readily available for use when on duty and when the weapon is available. Officers must be able to justify the use and/or display of a shotgun.
- f. Supervisors should not routinely deploy a Shotgun unless exigent circumstances exist (active shooter, ongoing gun-battle, etc.). It is vital to the success of the department that they maintain their supervisory role and not tie themselves up as a long-gun operator.
- g. Shotguns should be utilized anytime it provides officers a tactical edge and can include but is not limited to the following situations:
 - (1) Armed robbery in progress.
 - (2) Burglary in progress where buildings must be searched.
 - (3) To back-up officers in riot or potentially riotous situations.
 - (4) Launcher for tear gas.
 - (5) Serving high risk search or arrest warrants.
 - (6) High-risk stops.
 - (7) Active searches for felony suspects.
 - (8) Active shooting incidents.
- h. Ammunition: Shotguns shall be loaded with the capacity of four (4) 00B rounds in the magazine tube. Officers shall be issued rifled slug rounds when needed because of distance or the need to shoot through a barricade. (1.2.9.b) or shotguns shall be loaded with the capacity of four (4) Polyshok rounds in the magazine tube. As of May 1, 2007, 00 buck and rifled slugs will no longer be authorized, only the Polyshok round will be authorized.
 - (1) It is recommended that 00B not be utilized at distance farther than 15 yards because of the shot spread.
 - (2) It is recommended that rifled slugs be loaded when the distance is in excess of 15 yards.
 - (3) Polyshok rounds can be used from any distance up to 100 yards as long as the officer can effectively identify a threat.
 - (4) No live rounds shall be routinely carried in the chamber of the shotgun, nor will 00B or rifled slugs be mixed at any time.
- i. No sworn personnel shall be authorized to carry or utilize a shotgun without being certified by a Peoria Police Department Rangemaster through Peoria Police Department approved certification process. (1.3.11.a) The two ways to become certified are:
 - (1) Attendance and successful completion of the Peoria Police Department shotgun course

- (2) Laterals and officers that have been previously certified thru another law enforcement agency or a branch of the military may submit a request to be allowed to participate in the alternate certification process.
 - j. All sworn personnel electing to carry and utilize the Peoria Police Department issued shotgun shall attend the Peoria Police Department approved re-certification course.
 - k. The Peoria Police Department shotguns will be equipped with an adjustable sling at all times to be used during deployment of the weapon.
2. Handguns (1.3.9.a)
- a. Primary Weapon: All primary on-duty handguns for sworn personnel will be the Peoria Police Department issued weapon. This firearm will be carried with one round in the chamber and magazines loaded with 14 rounds.
 - b. SCU Primary Weapon: All primary on-duty handguns for members of the Street Crimes Unit (plainclothes) will be the Peoria Police Department issued weapon. This firearm will be carried with one round in the chamber and magazines downloaded by 1 round. The ammunition carried in the Glock Model 27 will be Peoria Police Department issued.
 - c. Modifications: The grips, sights, or any other part(s) of the Peoria Police Department issued handgun may not be altered or modified in any manner, except as approved by the Chief of Police. Only the below listed pre-approved modifications are authorized without written approval from the Chief of Police:
 - (1) Hogue Grip Sleeve
 - (2) Textured Grip appliques covering the grips only.
3. Secondary Handguns (1.3.9.a)
- a. Secondary (back-up) handgun for on-duty sworn personnel is authorized; however, it must be worn concealed. Officers will be responsible for carrying a second weapon in a secure manner within a holster.
 - (1) All secondary handguns must be approved. Authority to approve weapons qualifications, and to authorize the carrying of specific weapons both on and off-duty as listed in policy shall be delegated to the AZPOST certified Firearms Instructors designated as Peoria Police Department Rangemaster and Assistant Rangemasters (subject to review by the Staff Services Bureau Manager). Approval is requested via the submission of a memorandum to include the weapon manufacturer, model number, serial number, caliber and the specific ammunition to be carried in the weapon
 - (2) Upon completion of a range qualification those Rangemasters and Assistant Rangemasters shall immediately forward the qualification records and off duty/secondary weapons authorization directly to the full-time Rangemaster assigned to the Staff Services Bureau for recording in official Peoria Police Department records.
 - (3) The secondary weapon may only be used if the primary weapon is inoperative or unavailable.
 - b. Officers assigned to the FTO program are not authorized to carry a secondary weapon until released from the FTO program and on solo status.
 - c. Secondary Handguns:
 - (1) While secondary weapons are authorized for use, officers choosing to carry a secondary weapon on-duty assume all responsibility with regards to the maintenance, training, storage, etc. of that weapon.
 - (2) The Peoria Police Department shall only ensure that officers are certified with respect to AZPOST standards for firearms qualification prior to authorizing their use.

- (3) The following is a list of authorized handguns for use as a secondary weapon:
 - (a) Semi-auto in calibers .380, 9mm, 10mm, .38, .40, .45, .44 SPCL (This does not include .44 Magnum rounds.)
 - (b) Revolvers in calibers .38, .357 (magnums are included), and .44 SPCL.
 - (c) The maximum barrel length of any secondary handgun is 6 inches.
 - (4) The carrying of a secondary handgun is at the option of the officer and is not mandated by the Peoria Police Department.
 - (5) Qualification: Officers electing to carry a secondary weapon must qualify once annually with the secondary weapon.
 - (6) Qualifications for secondary handguns will be completed on designated range days and will not be completed on mandatory certification shoots.
4. Off-Duty Weapons (1.3.9.a)
- a. Limitations: Officers may carry and utilize firearms when off-duty in accordance with State laws governing the carrying of firearm's usage.
 - (1) When carried concealed, under the color of the authority as a Police Officer, off-duty firearms will be subject to the same policies pertaining to duty firearms.
 - (2) No sworn officer, while in an OIT status, may carry a loaded and/or concealed off-duty weapon under the color of authority as a Peoria Police Officer.
 - (3) The Chief of Police may approve prior certified officer to carry a weapon based upon written approval.
 - b. While off-duty weapons are authorized for use, officers choosing to carry an off-duty weapon assume all responsibility with regards to the maintenance, training, storage, etc. of that weapon.
 - c. The Peoria Police Department shall only ensure that officers are certified with respect to AZPOST standards for qualification (Range).
 - d. The following is a list of authorized handguns for use as an off-duty weapon:
 - (1) Semi-auto in calibers .380, 9mm, 10mm, .38, .40, .45, .44 SPCL (This does not include .44 Magnum rounds.)
 - (2) Revolvers in calibers .38, .357 (magnums are included), and .44 SPCL.
 - (3) The maximum barrel length of any off duty handgun is 6 inches.
 - e. Officers assigned to the FTO program are not authorized to carry their issued duty weapon in an off-duty capacity, until released from the FTO program and on solo status.
 - f. Qualification: Officers electing to carry an off-duty weapon must qualify once each calendar year with that weapon.
 - g. Reserve Officers: Reserve Officers must submit a request to carry a concealed firearm off-duty, under the color of police authority, through the Staff Services Bureau Manager to the Chief of Police for approval. The following requirements must be met by the Reserve Officer, at a minimum, to obtain such approval:
 - (1) The Reserve Officer must hold a current fully certified AZPOST peace officer status. (Limited peace officer certification is not acceptable.)

- (2) The Staff Services Bureau Manager must certify that the Reserve Officer is currently qualified with the firearm and has current training status in the use of force.
 - (3) This authorization, once granted, must be reviewed every two years by the Chief of Police and may be withdrawn at any time by the Chief of Police.). Approval is requested via the submission of a memorandum to include the weapon manufacturer, model number, serial number, caliber and the specific ammunition to be carried in the weapon
 - (4) The Reserve Officer must comply with all provisions of the Peoria Police Department policy.
5. Simunition Weapons
- a. Simunitions is a reduced energy training system, designed to deploy a non-toxic, detergent base, water washable, inert colored projectile, onto paper, cardboard and live targets in urban or suburban environments, indoors, or out. Simunitions is a realistic training option for law enforcement agencies, providing basic firearms familiarization and skill development, and static or reactive target practice without the need of a range or ballistic facility.
 - b. Only Peoria Police Department sanctioned Simunition weapons will be authorized.
 - c. Only factory made Simunitions will be utilized in Simunition weapons.
 - d. During training scenarios all officers will wear appropriate safety equipment as follows:
 - (1) Helmet to cover the head and ears.
 - (2) Wrap around eye protection.
 - (3) Throat protector
 - (4) Groin Protection
 - e. A certified Simunitions or Force-on-Force Instructor must be present during any training where Simunition weapons will be utilized to ensure safe firearm practices and proper deployment practices.
6. Special Assignment Unit (SAU) Special Weapons (see section H. of this policy for specific weapons)
- a. Only employees who have successfully completed the respective training, certification, and qualification courses, by certified weapons instructors, with records of their training and proficiency maintained in the Staff Services Bureau, will be allowed to carry/deploy special (SAU) weapons as listed in section H. of this policy.(1.3.10) (1.3.11.a & b)
 - b. Prior to an SAU member carrying or utilizing a special weapon, the weapon shall be safety inspected and test fired (if not a single use weapon ie. diversionary devices) by a Peoria Police Department Rangemaster.
 - (1) The inspector shall complete the Firearms Assignment, Usage, and Maintenance Record form, establishing that the weapon has passed inspection. The form shall be retained in the Staff Services Bureau.
 - (2) Once the weapon has passed its initial inspection, it shall be stored in a secured cabinet in the Armory until deployment is authorized by the SAU Commander. (1.3.9.c)
 - c. All special weapons will be inspected, maintained, and cleaned by a qualified Armorer. The SAU Team Leader or their designee will conduct quarterly inspections. All documentation, including cleaning records, will be maintained in the Staff Services Bureau. (1.3.9.d)

7. Ammunition (1.3.9.b)

- a. Practice Ammunition: Practice ammunition used in Peoria Police Department issued handguns will be full-metal jacket (FMJ) or the jacketed hollow point (JHP) and must be purchased by the officer. Any different ammunition must be approved by the Senior Peoria Police Department Range Master. Reloaded, hand loaded, remanufactured and lead-ball ammunition will not be used in Peoria Police Department issued handguns.
- b. Qualification Ammunition: Qualification ammunition used in Peoria Police Department issued handguns will be factory loaded full metal jacket (FMJ). Duty ammunition will be the gold dot 155gr (JHP) and will be issued by the Peoria Police Department.
- c. Off-duty/secondary weapons: All ammunition used in off-duty/secondary handguns must meet the specifications of the weapon's manufacturer, be comparable to Peoria Police Department ammunition, and be approved by the Chief of Police. It is recommended that lead-ball type ammunition not be used in these handguns to prevent lead build-up in the barrels. Teflon coated ammunition is not authorized.
- d. All ammunition for qualification with off-duty/secondary handguns must be supplied by the officer unless the weapon is of .40 caliber S&W, in which the Peoria Police Department will supply the officer.
- e. All shotgun ammunition will be issued by the Peoria Police Department and be the Polyshok, 00 Buck and rifled slug 12 gauge caliber until May 1, 2007. On May 1, 2007, only the Polyshok round will be authorized.

E. Weapons Mounted Lighting Systems (WMLS) –

1. A lighting system that is designed to be attached to a weapon via the use of a rail, clamp or other specifically designed attachment system.
 - a. Only approved WMLS shall be used on department firearms.
 - b. Only employees that have attended and successfully passed the required training for a specific WMLS may utilize them.
 - c. Employees utilizing a WMLS shall have a functioning handheld light system on their person.
 - d. A WMLS shall never be utilized as a flashlight; it is a dedicated part of the weapon system. If the weapon comes out you must be able articulate the reason for doing so. Violation of this policy shall result in disciplinary action.
2. WMLS allow for:
 - a. An officer to utilize a firearm while having a active light source to help identify a threat, when compressed time constraints make access to an independent light unfeasible.
 - b. An injured officer to utilize a weapon and have a light source.
 - c. Officers to effectively check secondaries in a building search, when another officer is unable to assist in checking the secondary threat area.
 - d. Handgun (WMLS): members that wish to utilize a WMLS on their firearms must:
 - (1) Have the firearm inspected by a certified Glock Armorer, since only late model Glockes will function appropriately with one attached.
 - (2) Have the light inspected by a certified Glock Armorer to insure it will not interfere with the functioning of the weapon.

- (3) Successfully pass a 3.5 hour training class presented by a Department Firearms Instructor. The instructor must have additional training in Low Light Operations beyond what is provided in the basic AZPOST Firearms Instructor Course (ie Surefire Lowlight Instructor Course, Low-Light Operations from Strategos International)
- (4) Wear a holster that allows the weapon to be holstered with the light system attached (Safariland 6280 series).
- (5) With the light system attached to the weapon, qualify with a 210 or better on AZPOST daytime qualification course and the AZPOST night qualification.

3. Approved Handgun WMLS:

- a. Streamlight M3, M3X, M3 LED, TLR-1
- b. Glock light
- c. Surefire X200 series

F. Duties and Responsibilities of a Peoria Police Department Rangemaster

1. Peoria Police Department Rangemaster and Armorers shall be appointed by the Chief of Police. Supervising Rangemaster must be an AZPOST certified Firearms Instructor, and Armorers must have successfully completed the appropriate Armorer's School prior to appointment.
2. Peoria Police Department Rangemaster and Armorers are responsible to the Staff Services Bureau Manager in all matters concerning Peoria Police Department firearms and firearms training.
3. Range Officer Responsibilities: Peoria Police Department Rangemaster are responsible to ensure the following duties are performed in an efficient and effective manner:
 - a. Coordinate an efficient firearms training and qualification schedule for all sworn personnel with the Staff Services Bureau Manager.
 - b. Establish and maintain effective liaisons with the Glendale Police and Phoenix Regional Police Academy Range Officers, and other agencies and facilities to ensure availability of facilities and quality firearms training.
 - c. Ensure sufficient inventories of firearms, ammunition, and related supplies are within current budget constraints.
 - d. Maintain current firearms records for both duty and off-duty firearms, including:
 - (1) Range qualification rosters.
 - (2) Master Qualification Score Records. (Database)
 - (3) Firearms Maintenance and Issue Records.
 - (4) Master Issue Rosters for the weapon number alphabetized listings.
 - e. Ensure proper preventative maintenance is conducted at least annually on all Peoria Police Department issued/utilized firearms.
 - f. Ensure a proper firearms function check and inspection is completed on each firearm used for qualification and training at the firearms range, including secondary and off-duty weapons.
 - g. Ensure the proper care and safe usage of the Firearms Range during the scheduled use of the range by the Peoria Police Department and immediately report any damage, deficiencies, or other problems to the appropriate responsible individual.

4. Peoria Police Department Rangemaster shall follow established firearms range safety rules as outlined within the AZPOST Firearms Instructor Manual.
5. Eye and ear protection are required as mandatory range equipment for all firing drills and qualifications.

G. Urban Patrol Rifle (UPR)

1. The Peoria Police Department recognizes that officers may be placed at a substantial disadvantage by criminal elements armed with superior firearms and other dangerous weapons, which may preclude the safe use of the sidearm or shotgun to effectively defend themselves and the public. In the initial phase of certain critical life threatening situations, the immediate resource of a UPR by selected personnel may be paramount to saving lives and/or achieving containment until specialized tactical personnel can be deployed.
 - a. The use of UPR's shall be in accordance with Peoria Police Departmental policies and procedures. All UPR equipment shall be issued and/or approved by the Peoria Police Department.
 - (1) The Peoria Police Department currently has authorized the Colt AR-15A3 H-bar rifle or Rock River Arms variant for patrol use.
 - (2) The Colt M-4 carbine or variant has also been authorized for those assigned to SAU who have been certified.
 - (3) UPR operators shall use only Peoria Police Department issued ammunition.
 - (4) The weapon shall be maintained either in the issued cases secured in the trunk of the patrol vehicle, or within the rifle rack of the patrol vehicle, while on duty, until such time as needed.
 - b. This procedure shall not preclude the use of SAU when the situation dictates their response. The field supervisor and/or Watch Commander shall make an immediate assessment of the need for specialized personnel for any situations involving a tactical response and/or specialized weapons.
 - c. In every case of a UPR deployment (when the weapon is removed from the vehicle to other than to secure for the shift), the officer shall complete the Specialty Weapon Deployment Tracking block of the Use of Force Form within 24 hours of deployment. This report shall be submitted to the Chief of Police via the officer's chain of command.
 - d. Violations of this procedure will result in the revocation of the privilege to carry an UPR and/or other appropriate disciplinary action.
2. Urban Patrol Rifle operators:
 - a. Shall have completed one year of service and be off probation with the Peoria Police Department or
 - b. Lateral officer or prior Military trained at their previous agency, and then certified in accordance with this policy, or
 - c. SAU members that have attended a 40 hour S.W.A.T. school and then successfully completed the process as set for in this policy.
 - d. No sworn personnel shall be authorized to carry or utilize a UPR without being certified by a Peoria Police Department Rangemaster through Peoria Police Department approved certification process. (1.3.11.a) The three ways to become certified are:
 - (1) Attendance and successful completion of the Peoria Police Department UPR course
 - (2) Laterals and officers that have been previously certified thru another law enforcement agency or a branch of the U. S. Military may submit a request to be allowed to participate in the alternate certification process.
 - (3) SAU members that have attended a 40 hour S.W.A.T. school.

- e. When a supervisor receives a training request from an officer to become a UPR operator, the supervisor should review the officer's last annual appraisal and their Administrative Investigation history. Supervisors should also consider, but are not limited to: the officer's judgment, decision-making ability, and knowledge.
 - f. All officers assigned to SAU shall be certified in the deployment of the UPR.
3. Urban Patrol Rifle Training
- a. UPR operators shall pass a qualification course once within the calendar year as prescribed and administered by the Peoria Police Department range personnel. Those who fail to qualify in a calendar year shall be prohibited from carrying or deploying the UPR until they have re-qualified.(1.3.11.b) (1.3.10)
 - b. Those officers (inclusive of SAU personnel assigned to PSB) and supervisors, who have completed the UPR operator's course, will be required to carry a UPR while on patrol during their normal duty hours. Supervisors should not routinely deploy a UPR unless exigent circumstances exist (active shooter, ongoing gun battle, etc.). It is vital to the success of the Peoria Police Department that they maintain their supervisory role and not tie themselves up as the operator of a long-gun.
 - c. SAU member qualification requirements – SAU members that have been trained on the utilization of the UPR during their initial 80 hour SWAT School:
 - (1) SAU members must also attend the Peoria Police Department's 10 hour compressed UPR course (instead of the 30 hour UPR course) in order to be authorized as UPR operators.
 - (2) SAU members attending the Peoria Police Department's 10 hour compressed UPR course will have one opportunity to pass the written test and qualify with the weapon in order to carry the UPR while on duty.
 - (3) SAU members who fail to pass the written test or qualify with the weapon will not be authorized to deploy the UPR. They will be required to attend and pass the 30 hour UPR course in order to receive authorization to deploy the UPR.
4. Justification for Deployment (1.3.2)
- a. The deployment of the Urban Patrol Rifle is a force intended to match or exceed that of an aggressive threat during critical or high-risk incidents.
 - b. The UPR will be deployed at the direction of a supervisor, or;
 - c. When an officer can clearly justify the need of the capabilities of the UPR.. Some examples , but not limited to, are:
 - (1) The suspect is situated in a tactically advantageous position (due to distance or a fortified location) in which the deployment of a UPR may more easily neutralize the threat posed by the suspect(s) and minimize the risk of death or serious bodily injury to officers or members of the community.
 - (2) A subject who is armed with an semi-automatic or automatic weapon, capable of rapidly discharging ammunition.
 - (3) A subject who is armed with weapons, wearing protective ballistic apparel.
 - (4) A subject armed with any type of rifle or shotgun.
 - (5) Critical or high-risk incidents requiring capabilities above normal standards of the issued shotgun or duty weapon. Deployment consideration and justification should include the type of incident, background, and distance.
 - (6) High-risk vehicle stops involving known armed individuals.

- (7) Armed robbery in progress.
 - (8) Burglary in progress at large industrial or warehouses buildings or commercial or educational buildings with long hallways, which must be searched.
 - (9) Serving high-risk search or arrest warrants.
 - (10) Active searches for violent or armed felony suspects.
 - (11) Active shooting incidents.
- d. UPR operators shall not be used in lieu of SAU.
 - e. An officer deploying an UPR should function only as a cover officer, with no other duties such as searching or handcuffing, until the weapon is secured in the patrol vehicle.
5. UPR Readiness
- a. Storage in vehicles: Urban Patrol Rifles shall be carried in the assigned protective case or within the rifle rack of a patrol vehicle with a magazine in the magazine well and the chamber unloaded, and action closed to prevent unnecessary wear on the recoil spring.
 - b. Storage in Station: Magazines will be removed from the weapons magazine well and placed in pockets on the outside of the UPR storage bag. The rifle will be stored with chamber closed and safety on.
 - (1) The ammunition specified for use with the Urban Patrol Rifle, will be the high velocity fragmentation (hollow point) 55 grain cartridge. (1.3.9.b)
 - (2) SAU may also deploy specialty .223 Federal Gold Dot bonded bullet in those circumstances where the potential exists to shoot through a barrier such as glass or a vehicle door where the normal fragmentation hollow point will not meet the goals of the situation.
 - c. At no time shall ammunition other than specified by the Peoria Police Department be authorized for use in the Urban Patrol Rifles. (1.3.9.b)
 - d. Magazine Readiness: The Urban Patrol Rifle magazines will be maintained in a ready (loaded) condition at all times, not to exceed magazine capacity of eighteen (18) rounds of ammunition for 20 round magazines, and twenty-eight (28) rounds for 30 round magazines. Magazines will be issued to and maintained by certified UPR operators.
 - e. Accessories: The Urban Patrol Rifle will be equipped with an adjustable rifle sling at all times, to be used during deployment of the weapon.
6. Care and Maintenance
- a. Care and maintenance of the UPR is essential to insure proper operation of the weapon. Section B.8 of this policy are guidelines to insure periodic maintenance and inspection of the weapon. (1.3.9.c)
 - b. Supervisors and all UPR operators will inspect the UPR, magazines, and ammunition at the beginning of their shift to insure serviceability and deployment readiness.
 - c. The Urban Patrol Rifle will be inspected/maintained by Peoria Police Department Armory Personnel quarterly, to insure serviceability standards.
 - d. In the event the Urban Patrol Rifle must be removed from its protective case for maintenance or servicing, the chamber of the weapon will be visually checked to insure the chamber is void of any ammunition.
 - e. Supervisors and UPR operators will report any damage or malfunctions encountered immediately to the Senior Range Officer and label the weapon out of service.

- f. Supervisors and UPR operators will insure that the weapon's safety is engaged in the "safe" position at all times when moving or loading the weapon.
 - g. All armory personnel will be familiar with the UPR deployment, cleaning, and placing the rifle into a safe condition.
 - h. All maintenance requirements will be conducted only by certified UPR armorers.
7. All Peoria Police Department issued and owned Urban Patrol Rifles shall be stored securely at a Peoria Police Department facility at all times when not deployed in the field with a trained and authorized officer.
8. The Peoria Police Department Rangemaster will periodically conduct audits and inspections of the Urban Patrol Rifles to ensure their proper storage, accountability, condition and usage.

H. 12 Gauge Kinetic Energy Projectiles (Stun Bags)

1. Usage: The use of or deployment of 12 gauge Kinetic Energy Projectiles, referred to in this policy as a "stun bag," is an escalating use of force when expandable batons are no longer an option. The police service dog may be deployed in conjunction with the stun bag as a "bag and bite" option.
- a. Training: Only employees who have successfully completed the Firearms Training Shotgun/Stunbag Certification and Qualification Course or Less-lethal Operator Course.
 - b. Supervisors: All Patrol Services Supervisors or acting supervisors shall carry a stun bag shotgun within their police vehicle during their normal assigned shift.
 - c. Ammunition: The deployment of Stun Bag shotguns will only be used for use with stun bag projectiles. Under no circumstances will lethal ammunition be carried on, in, or with the stun bag shotguns. Only Peoria Police Departmental purchased and issued stun bag shotgun ammunition will be authorized.
 - d. Marking: Stun bag shotguns will be the Remington 870 Police Magnum 12 gauge and will be Peoria Police Department issued. Stun bag shotgun's stocks and for-ends will be painted orange for easy identification. (1.3.9.a)
 - e. Storage: Stun bag shotguns, maintained in the properly identified case, will be stored UNLOADED. The officer who has been authorized to deploy the weapon will complete an individual inspection of each round prior to loading the weapon to ensure that the shotgun is being loaded with only stun bag rounds. Stunbags will not be stored in a vehicle at the end of shift. Stunbags will not be kept routinely in Supervisor vehicles.
 - f. In situations where the stun bag shotgun is handed to another authorized officer for deployment, the new stun bag shotgun handler will unload the weapon, re-inspect the rounds, then reload, prior to deployment.
 - g. Stun bag shotguns will be unloaded prior to being placed back into storage areas, or vehicles.
 - h. Stun bag rounds will not be fired through mediums such as glass or chain link fences due to the possibility of the bag tearing and the lead shot being released.
 - i. Officers should anticipate firing follow-up shots if the prior shot missed or was not effective, and should have a designated arrest team prepared for the arrest.
 - j. Notifications: Any time a stun bag shotgun is deployed and utilized (stun bag is shot at a subject), the Bureau Manager will be notified as soon as possible and the Use of Force Report form shall be completed.
2. Target Areas
- a. Primary areas
 - (1) Arms below elbow.
 - (2) Lower abdomen.

- (3) Buttocks.
 - (4) Legs.
 - b. Secondary areas
 - (1) Chest.
 - (2) Back.
 - (3) These secondary areas cover vital body organs and are potentially lethal at close ranges.
 - c. Non-Target Lethal Areas
 - (1) Head.
 - (2) Neck.
 - (3) Any intentional impact to these areas is considered deadly force.
3. Basic tactics for deployment of a Stun Bag Shotgun
- a. A stun bag shotgun officer will always have another officer present ready to use lethal force, if necessary. All officers will be trained in the “Triangulation” deployment technique utilizing arrest and cover teams on an annual basis during the annual firearms in-service training.
 - b. When an officer deploys with a stun bag shotgun at the scene of a call, they will immediately notify on-scene units by radio or verbally so all participants are aware of the availability of the weapon and that it has been deployed.
 - c. Prior to any firing of a stun bag shotgun, all participants will be advised primarily by radio that the stun bag shooter(s) will be the only designated shooter(s).
 - (1) This is done to avoid contagious live fire by other on-scene officers.
 - (2) This should be done out of the audible range of the suspect, if possible.
 - d. Whenever possible, deploy this weapon from a position of cover.
 - e. Communicate all movements with other officers present, to include designating an arrest team whose weapons will be holstered on physical contact with the suspect.
 - f. Stun bag shotgun officers should anticipate firing follow-up shots if the initial shot(s) missed or was not effective.
 - g. Multiple stun bag shooters may be deployed for simultaneous impacts on the target, if necessary.
4. Handling Suspects After Impact
- a. Suspects will not be approached until it can be done safely, in accordance with any other high risk arrest.
 - b. Officers will not make contact with suspects while a shotgun is in their hands.
 - c. All suspects will be immediately handcuffed.
 - d. Fire Department paramedics will be called to examine all subjects impacted by stun bag projectiles. (1.3.5)
 - e. The subject shall be transported to a medical facility for examination, and a medical release shall be obtained. Any subject impacted by a stun bag projectile will be booked into jail or other appropriate facilities, i.e., a psychiatric ward.(1.3.5)

I. Special (SAU) Weapons (46.2.3)

1. Diversionary Devices

- a. May be utilized and deployed only by members of SAU who have received proper training in the deployment of such device. Diversionary devices are only to be used to create a diversion in high risk tactical operations or warrant service on approval of the SAU Commander.
- b. Only diversionary devices manufactured by UPCO, NICO, or DEF Tech, CTS or other similar type of diversionary devices that are approved by the SAU Commander will be used.
- c. Each SAU member will receive yearly updated training on the deployment of diversionary devices, to be conducted by an instructor who has completed the manufacture instructor's certification course. (1.3.11)
- d. All diversionary devices will be maintained within the Peoria Police Department Armory in accordance to all Federal and State rules and regulations for explosive devices except those which have been issued to SAU officers to be carried in their tactical vests.
- e. The deployment of diversionary devices into a structure will not be used with knowledge of the following conditions, unless the deployment of such diversionary device is immediately necessary to protect the life of any person.
 - (1) Children younger than fifteen (15) years of age.
 - (2) Elderly persons over the age of sixty-five (65).
 - (3) Any location where it is known that flammable or explosive material is present.
 - (4) In any building or closed structure involving clandestine laboratories.
 - (5) Any known handicapped person or any person with a known medical condition where the use of a diversionary device may present harm to that person.

2. The 37mm Single Shot Gas Gun

- a. May be utilized and deployed only by members of SAU who have received proper training in the deployment of such devices.
- b. Only approved factory chemical agent munitions or less lethal munitions may be deployed of the following types:
 - (1) Oleoresin Capsicum (OC)
 - (2) Ortho-chlorobenzylidene malononitrile (CS)
 - (3) Chloracetophenone (CN)
 - (4) Less lethal batons, stun bags, or Stinger rounds (multiple rubber balls). All 37mm less lethal munitions will be used in accordance to established policy outline in the deployment of the 12 gauge less lethal stun bags.
- c. SAU members deploying this weapon system will receive yearly updated training on the deployment of chemical agents, to be conducted by and instructor who has completed any manufacture instructors certification course, to include the proper usage of gas masks. (1.3.11)
- d. All chemical agents and the 37mm delivery system will be maintained within the Peoria Police Department Armory or designated bunker area in accordance to all Federal and State rules and regulations.

3. The SAGE SL-6

- a. May be utilized and deployed only by members of SAU who have received proper training in the deployment of the SL-6. The SL-6 can be used to create diversions in high risk tactical operations, warrant service for diversions or breaching safety glass, or in a less lethal application on approval of the SAU Team Leader.
- b. Only approved SAGE brand factory munitions may be deployed.
- c. All SAGE 37mm less lethal munitions will be used in accordance to established policy outline in the deployment of the 12 gauge less lethal stun bags.
- d. Each SAU member assigned to deploy the SL-6 will receive yearly updated training on the deployment of the SL-6, to be conducted by and instructor who has completed only the SAGE manufacture instructor's certification course. (1.3.11)
- e. The SL-6 and all SAGE 37mm munitions will be maintained within the Peoria Police Department Armory or designated bunker area in accordance to all Federal and State rules and regulations.
- f. Only a SAGE certified instructor will perform any maintenance or cleaning of the SAGE SL-6.

4. The 12 gauge breaching tool

- a. May be utilized and deployed only by members of SAU who have received proper training in the deployment of the breaching tool. The 12 gauge breaching tool may be used in high risk tactical operations or warrant service on approval of the SAU Team Leader.
- b. The 12 gauge breaching tool is a modified 12 gauge Remington 870 shotgun, designed to be used as a breaching tool to fire breaching frangible rounds. The usage of frangible breaching rounds will not be considered as a discharge of a firearm, as this is a breaching tool, unless the breaching tool is fired at a person in an immediately necessity to protect the life of any person.
- c. Only factory frangible breaching rounds may be deployed.
- d. Each SAU member who may deploy the 12 gauge breaching tool will receive yearly updated training on the deployment of 12 gauge frangible breaching rounds, to be conducted by a firearm instructor. (1.3.11)
- e. 12 gauge breaching tool(s) and frangible rounds will be maintained within the Peoria Police Department Armory or designated bunker area in accordance to all Federal and State rules and regulations. Assigned SAU members whose responsibilities is to deploy the 12 gauge breaching tool, may be issued frangible round to be maintained in their assigned tactical equipment.
- f. The Chief of Police authorizes the modification of the Remington 870 shotgun to a 12 gauge breaching tool.
- g. The 12 gauge breaching tool will not be used to fire less than lethal stunbags.

5. Ruger 10-22 Silenced

- a. May only be deployed by members of SAU who have received proper training in the deployment and use of this weapon.
- b. Only the SAU Commander or their designee may authorize the deployment of the Ruger 10-22 rifle.
- c. The purpose of the Ruger 10-22 is to silently disable exterior lighting which may present a safety hazard to containment officers or SAU members during night time operations.
 - (1) Prior to deployment, it should be determined if the utilization of a pellet gun would be sufficient to disable exterior lighting.

- (2) Before deploying the Ruger 10-22, a careful assessment must be made to determine there is appropriate back ground to stop the projectile from over penetration. If there is insufficient back ground to stop the projectile from over penetration, the Ruger 10-22 will not be used.
 - d. Each SAU member assigned to deploy the Ruger 10-22 will receive yearly updated training on the deployment of the Ruger 10-22. (1.3.11)
 - e. Only factory loaded .22 caliber long rifle ammunition will be utilized.
6. Heckler & Koch MP-5 SMG
 - a. May be utilized and deployed only by members of SAU who have received proper training in the deployment of the MP-5 SMG. The MP-5 SMG may be used in high risk tactical operations or warrant service on approval of the SAU Team Leader.
 - b. Only approved factory 9mm full metal jacketed ammunition approved by the Range Master will be utilized.
 - c. SAU members must attend a SMG course certified by AZPOST, college institution, Heckler & Koch, or any law enforcement certification course.
 - d. No MP-5 SMG will be deployed without an attached lighting system for proper illumination at night or inside buildings.
 - e. The MP-5 SMG will be maintained within the Peoria Police Department Armory in accordance to all Federal and State rules and regulations, unless otherwise authorized only by the Chief of Police.
 - f. Each SAU member authorized to deploy the MP-5 SMG must qualify annually and complete one combat qualification a year to maintain certification. (1.3.11)
 - g. For practical purposes, the MP-5 SMG will be utilized as a single fire weapon on distances of twenty-five yards or more. Some situations may require the MP-5 SMG in a multiple shot deployment at a distance of twenty-five yards or more. Officers must be able to justify why a multiple shot deployment was necessary.
7. Pellet and/or Air Rifle Deployment
 - a. May only be deployed by members of SAU who have received familiarization training in the deployment and use of this weapon.
 - b. The SAU Team Leader or their designee may authorize the deployment of a pellet and/or air rifle.
 - c. The purpose of the pellet and/or air rifle is to silently disable exterior lighting which may present a safety hazard to containment officers or SAU members during night time operations.
 - d. Each SAU member assigned to deploy the Pellet and/or air rifle will receive yearly updated training on the deployment of the pellet and/or air rifle. (1.3.11)
 - e. Only factory made pellets will be utilized.
8. Counter-Marksman Rifles
 - a. May be utilized and deployed only by members of SAU who have received proper training in the deployment of the Counter-marksman rifle. The Counter-marksman rifle may be used in high-risk tactical operations on approval of the incident Commander or the SAU Commander.
 - b. SAU counter-marksman rifles will be deployed in accordance with SAU and by the policies direction of the SAU Commander.
 - c. Only approved factory .308 caliber ammunition approved by the Chief of Police or Designee will be utilized.

- d. The Counter-marksman rifles will be maintained within the Peoria Police Department Armory in accordance to all Federal and State rules and regulations, unless otherwise authorized only by the Chief of Police.
- e. Each SAU member authorized to deploy the Counter-marksman rifle must qualify annually and engage in live fire training quarterly. (1.3.11)

III. INDOOR RANGE

A. **POLICY** - The purpose of the indoor range is to provide the Peoria Police Department with a location where officers can maintain and improve their shooting skills. Use of the indoor range will also be provided to surrounding police agencies participation in inter-governmental agreements (IGA), on a basis which does not interfere with Police Department operations.

B. PROCEDURE

1. Safety

- a. Basic safety rules. All personnel entering the indoor range will adhere to the following basic safety rules and the condition check rule at all times while handling firearms.
 - (1) Treat all firearms as though they are loaded.
 - (2) Point the muzzle in a "safe direction." Safe direction is defined as an area where if an accidental or negligent discharge occurs, only minor property damage and no human injury will result.
 - (3) Keep your finger off the trigger and straight along the frame of the weapon until your sights are on the intended target and you have decided to fire.
 - (4) Be sure of your target and what is around and behind it.
 - (5) "Condition Check Rule." Whenever you pick up a firearm that has been out of your direct control (even for an instant), open the action and check to make sure the firearm is unloaded.
 - (6) A rangemaster, assistant rangemaster or certified firearms instructor will brief all shooters on the firearms safety rules and "condition check rule" prior to commencement of firing. Range operators will be selected by the Chief of Police or designee and will have to complete a three-hour range orientation and safety course.
- b. Indoor Range Operation
 - (1) The range will operate at all times with a minimum of two people. One of the people present will be the Rangemaster, an Assistant Rangemaster or a range operator. The only exception to this will be when the Rangemaster or an Assistant Rangemaster is utilizing the range for the purpose of testing or sighting in a weapon.
 - (2) There will be a limit of five people on the firing line at one time. All additional personnel in the range during any shooting session will wait outside of the firing room. The door to the firing room will remain closed anytime there is a shooting session taking place.
 - (3) Use of the range will be limited to sworn law enforcement personnel. Exceptions may be granted only by the Chief of Police.
- c. Loading and unloading of weapons will be accomplished through the use of the clearing device provided (except when on the firing line). The condition of the weapon will be verified.

- d. Cleaning of weapons in the range will only be allowed at the table specifically designated for cleaning. No ammunition will be allowed on this table. No cleaning will take place inside the range while shooting is in session. For days where a large amount of shooting is expected to take place, a table will be set up adjacent to the range in the parking structure for the cleaning of weapons.
 - e. Weapons will not be unnecessarily handled or displayed.
 - f. All weapons inside of the range will be considered to be real weapons, even those designated as training weapons and at all times will be handled accordingly.
 - g. Record of entry. All personnel entering the range for the purpose of shooting will sign in the range use logbook. Prior to leaving the number of rounds fired will be entered into the range use logbook.
 - h. A calendar of scheduled range dates will be maintained on the Microsoft Outlook program. This calendar will show qualification dates, training dates, and open range dates.
 - (1) The range can be scheduled for use by squads with the Rangemaster, an Assistant Rangemaster or a range operator present.
 - (2) Range operators can make use of the range during non-scheduled times (when the range is available.) by contacting the Rangemaster or Assistant Rangemaster 48 hours in advance.
 - (3) Requests for scheduled range time will be submitted to the Rangemaster at least two weeks prior to the requested date.
2. Ammunition
- a. Police personnel will be allowed 50 rounds of practice ammunition per month supplied by the Peoria Police Department. All training ammunition provided by the department shall be used during practice, qualifications or training sanctioned by the department. The utilization of this ammunition will be monitored by appointed Firearms Instructors or other Range Officers.
 - b. No ammunition purchased by the Police Department will be supplied to non-sworn personnel during range operations, without approval from the Chief of Police.
 - c. Ammunition allowed on the range. Only jacketed bullets will be allowed on the range. All bullets used on the range must be designated:
 - (1) FMJ, TMJ, FMC (full metal jacket bullets)
 - (2) JSP (jacketed soft point)
 - (3) JHP (jacketed hollow point)
 - (4) All rim-fire ammunition must be copper clad or jacketed.
 - (5) Pistol caliber's will not exceed .45 (.45 ACP or LC)
 - (6) Shotgun rounds will be plated shot or non-lead based shot.
 - (7) Rifle caliber's will be limited to .223 caliber at 3400 FPS (.223 Rem. Or 5.56 NATO)
 - d. Prohibited rounds in the indoor range
 - (1) Armor piercing or tracer ammunition.
 - (2) Cast lead bullets
 - (3) Polyshok rounds

- (4) Birdshot
 - e. A list of approved ammunition will be maintained by the Rangemaster and approved by the Chief of Police. Ammunition not on the list may be presented to the Rangemaster at the beginning of a range session for approval to shoot, and recommendation to be added to the list of approved ammunition.
 - f. All brass will be picked up and disposed of by shooters at the end of each session.
 - (1) Centerfire rounds will be placed into designated areas for recycling
 - (2) Rim-fire brass will be sorted by the shooter and disposed of.
- 3. Use of the range by other personnel. The Peoria Police Department will make its range available to other law enforcement agencies with appropriate notice. Fees for use of the range will be specified in the IGA with the agencies.
 - a. At least one Peoria Police Department Rangemaster, Assistant Rangemaster or range operator will be present during the use of the range by the other departments.
 - b. A maximum of five shooters will be allowed on the firing line at one time.
 - c. All Peoria Police Department safety and ammunition requirements and restrictions will be adhered to.
- 4. Lead Exposure
 - a. The Department will have designated protocols for minimizing lead exposure to the employees. Shooters and range staff will be trained on the proper protocols to minimize lead exposure prior to being allowed to utilize or work in the indoor range.
 - b. No employee shall exceed a permissible exposure limit (PEL) of fifty micrograms of lead per cubic meter of air (50ug/m³), averaged over an 8-hour work-day.
 - c. Air Sampling will be conducted once a calendar year.
 - d. Shooter Responsibilities. Shooters have a minimal exposure to lead while in the indoor range. It is still important for them to take precautionary measures.
 - (1) Shooters will not take food or drink into the designated shooting area. Shooters will wash their hands prior to ingesting any food or drink.
 - (2) Shooters will wash their hands immediately after cleaning weapons or using the indoor range.
 - (3) Shooters will use NO tobacco products while in the indoor range. If a shooter leaves the facility to utilize a tobacco product they will wash their hands first.
 - (4) Shooters that spend extended time on the range (8 or more hours) will ensure that they will not allow small children to have access to their clothing until it has been washed.
 - e. Range Staff Responsibilities
 - (1) "Range staff" is defined as
 - (a) Employees that are required to decontaminate the range, maintain the range or remove lead waste from the range or employees that are required to conduct or assist in firearms training and or spend 5 or more hours a month in the indoor range.
 - (b) Range staff are at a higher risk of lead exposure and need to take additional precautions.
 - (2) Range staff will not take food or drink into the designated shooting area. Range staff will wash their hands prior to ingesting any food or drink.

- (3) Range staff will wash their hands immediately after cleaning weapons or using the indoor range.
 - (4) Range staff are encouraged to use disposable gloves while on the range or cleaning weapons.
 - (5) Range staff will use NO tobacco products while in the indoor range. If range staff member leaves the facility to utilize a tobacco product they will wash their hands first.
 - (6) Range staff will not allow small children to have access to their clothing or gear unless it has been thoroughly washed.
 - (7) Range staff that spend extended time on the range (5 or more hours) are encouraged to bathe prior to coming in contact with small children.
5. Lead Blood Level Testing
- a. Range staff shall have lead blood level testes every 6 months. The test shall include a blood lead level (PbB) and zinc protoporphyrin (ZPP). (OSHA 1910.1025 App B)
 - b. If range staff PbB exceeds 40 ug/100g, testing frequency must be increased from every 6 months to every 2 months (OSHA 1910.1025 App B)
 - c. If range staff PbB exceeds 80 ug/100g, they will be temporarily removed from range and armory duties. (OSHA 1910.1025 App B)
6. Eye and Ear Protection
- a. Employees shall wear eye protection at all times in the designated firing area. Wrap-around eye protection is preferred.
 - b. Employees shall wear over the ear hearing protection (muffs), but are encouraged to utilize foam earplugs also to reduce the possibility of hearing damage
 - c. Employees are also encouraged to wear a hat with a brim while on the firing line.
7. Range Cleaning and Decontamination. To minimize the possibility of lead contamination, cleaning of the indoor range is important.
- a. When cleaning the range beyond the primary firing line, range staff shall wear protective respirator and clothing. The proper clothing and respirator are listed below.
 - (1) Tyvex full body suit
 - (2) NIOSH approved respirator under 42 CFR part 84
 - b. All surfaces where lead dust could accumulate should be wiped down once a month.
 - c. The floor area in front of the primary firing line should be vacuumed (or squeegeed) twice a month or more depending on the volume of rounds being fired. The vacuum must be equipped with a filter rated to stop lead dust or designed for the removal of lead dust.
 - d. When using the squeegee to move the material on the floor, personnel shall minimize the amount of dust that is disturbed. The squeegee shall be pushed 24" to 36" on the ground. It shall be done in a controlled manor to minimize the amount of debris that is disturbed. Personnel shall move from the left to the right and then right to left across the width of the range while using the squeegee to remove the material. The debris shall be pushed from the primary firing line to the start of the GranTrap material cover.
 - e. PPE (Personal Protective Equipment) designed to prevent lead contamination shall be stored in the control room in a container. Respirator filters will be designated as "range" filters and shall not be used on patrol.
 - f. Facilities Maintenance shall be responsible for cleaning of the reticulating GranTrap bullet stop material.

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