

<p style="text-align: center;">East Haven Police Department</p> 	Type of Directive: Policies & Procedures		No. 302.5
	Subject/Title: Weapons and Weapons Storage	Issue Date: October 16, 2018	
		Effective Date: October 24, 2018	
	Issuing Authority: Honorable Board of Police Commissioners	Review Date: Annually	
References/Attachments: Policies and Procedures #: 404, 405, 406, 407, 408		Rescinds: 302.4	Amends: N/A

I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department (EHPD) regarding the standards under which members of the East Haven Police Department will carry, store, maintain, and repair weapons and equipment issued to them by the Department.

II. POLICY

- A. It is the policy of the East Haven Police Department that its Armorer(s) shall be responsible for keeping a permanent record on each firearm and Conducted Electrical Weapon (CEW) that is owned by the East Haven Police Department and where, at all times, the location of the weapon, or to whom it has been issued.
- B. It is the policy of the East Haven Police Department that all personnel who handle any weapon shall do so with the utmost care and caution.
- C. All weapons that are owned by the Department and which have not been issued to a particular member of the Department shall be maintained in the Department's Armory, which is to be kept locked and secured at all times.
- D. It is the policy of East Haven Police Department that the only ammunition authorized to be carried by officers is that issued by the Department. Special ammunition may be used at the firing range. It is the responsibility of officers to ensure that they do not leave the range with any unauthorized ammunition.

- E. All stored Department ammunition shall be maintained within the Department's ammunition closet. It shall be the responsibility of the Armorer(s) to maintain a current inventory of all stored ammunition.
- F. Personnel that are working uniform patrol or paid security-duty detail shall always carry their Department-issued firearm, two spare magazines, police baton, CEW, oleoresin capsicum Spray/Foam, handcuffs, body camera, and portable police radio.

III. PROCEDURES – Less Lethal Weapons

A. CEW

- 1. The Department shall issue a CEW to each full-time officer to be carried on his/her person while on duty and stored securely by him/her.
 - a. Supernumeraries may sign out a CEW from the Armorer or an on-duty supervisor when working.
 - b. Replacement CEWs shall be stored securely in the Armory, and one replacement CEW shall be stored securely and accessible to supervisors for use in an emergency when the Armorer is not available.
- 2. The CEW authorized by the Department are:
 - a. Taser X-26 with two (2) cartridges (25-feet).
 - b. Taser X-26P with two (2) cartridges (25-feet).
- 3. The Armorer and/or certified CEW instructor shall maintain a record to include the status of each CEW issued in the Law Enforcement Administration System (LEAS) database.
 - a. All applicable fields shall be filled and completed within LEAS to include the make, model, and serial number.

C. Collapsible Baton & Oleoresin Capsicum (OC) Foam Spray

- 1. The Head of the Administration and Training Division (ATD) shall issue a collapsible baton and holder to each officer to be carried on his/her person while on duty and stored securely by him/her.
 - a. The collapsible baton authorized by the Department is the Safariland – Monadnock 22” AutoLock Collapsible Baton.
- 2. The ATD shall issue an OC Foam Spray to each officer to be carried on his/her person while on duty and stored securely by him/her.
 - a. The OC Foam Spray authorized by the Department is the First Defense MK-3 0.4% Foam.
- 3. The ATD shall maintain a record to include the status of each collapsible baton and OC Foam Spray issued in LEAS database.
 - a. All applicable fields shall be filled and completed within LEAS to include the make, model, and serial number.

- D. Officers shall not carry any less-lethal equipment that has not been issued to him/her by the Department.
- E. Officers shall report to an on-duty supervisor any less-lethal equipment that has malfunctioned and is in need of repair, or in the case of OC Foam Spray and CEW cartridges, has passed its expiration date as noted by the manufacturer.
 - 1. The less-lethal equipment in need of repair shall be taken out of service and turned in to the on-duty supervisor.
 - 2. The on-duty supervisor or other designated personnel shall provide a replacement of the less-lethal equipment to the officer until the original equipment can be repaired and returned to the officer.
 - a. That on-duty supervisor shall then notify the designated personnel in charge of issuing said equipment of the needed repair.
 - 3. The repair and status updates of the less-lethal equipment shall be logged accordingly in LEAS database by the Armorer and/or designated personnel.
- F. Less Lethal Force Training
 - 1. The Department shall train each officer on the proper use of the CEW, collapsible baton, and OC Foam Spray before issuing said equipment to him/ her. Reference Policy and Procedures # 406 – Less Lethal Force.
 - a. Training shall include instructions on the Department’s Use of Force Policies and Procedures along with proficiency demonstrations.
 - 1) Training will be conducted by certified instructors, and training will be documented.
 - 2) Officers must demonstrate proficiency in the use of less-lethal equipment prior to being approved to carry said equipment.
 - 3) Officers shall be certified and/or retrained annually on the proper use of the CEW.
 - 4) Officers shall be certified and/or retrained on the proper use of the collapsible baton and OC Foam Spray at least biennially.

IV. PROCEDURES - Firearms

A. Issuance of Firearms

- 1. While on duty, officers may carry one service pistol and any authorized long firearm the circumstances require.
- 2. The firearms authorized by the Department are:
 - a. Sig Sauer, Model P-229, .40 caliber.
 - b. Sig Sauer, Model P-224, .40 caliber.
 - c. Sig Sauer, Model P-239, .40 caliber.

- d. Berretta, Model 96, .40 caliber.
 - e. Mossberg shotguns, Models 500 and 590, 12 Gauge. One of which is set up for Less Lethal Specialty Impact Projectiles
 - f. Remington shotgun, Model 870, 12 gauge.
 - g. Benelli shotgun, Model 12 gauge.
 - h. Colt, AR-15, .223 Caliber/5.56 NATO.
 - i. Stag Arms, AR-15, .223 Caliber/5.56 NATO.
 - j. Rock River, AR-15, .223 Caliber/5.56 NATO.
 - k. Sig Sauer, AR-15, .223 Caliber/5.56 NATO
 - l. Smith & Wesson, AR-15, .223 Caliber/5.56 NATO.
 - m. H&K, Model MP-5, .40 caliber.
3. Authorized Duty Ammunition
- a. Federal Premium HYDRA-SHOK jacketed hollow point, .40 Caliber.
 - b. Federal Premium Law Enforcement Tactical ammunition, .223 Caliber/5.56 NATO.
 - c. Rifled Slug Shotgun Ammunition, 12 gauge.
 - d. "00" Buckshot Shotgun Ammunition, 12 gauge.
4. The Armorer(s) shall be responsible for maintaining records on all Department-owned firearms to include the following in LEAS:
- a. Manufacturer and model designation of the firearm, serial number, caliber and description of the firearm.
 - b. Name of personnel to whom the firearm has been issued including the date of issue.
5. The Department reserves the right to regulate and control what type and kind of service equipment members of the Department may possess and/or use while performing their official duties and assignments.
6. In accordance with the Connecticut General Statutes, only sworn members of the Police Department are authorized to carry a firearm while serving in a duty capacity (including private paid details).

- a. Officers are authorized to carry their Department issued firearm while in an off-duty capacity provided that they have successfully qualified with said weapon and have not been otherwise restricted from carrying their Department issued firearm.
- B. Safe Handling of Firearms
1. When an officer carries his/her Department-issued firearm, he/she shall have the firearm fully loaded and with a round chambered in a serviceable operating condition.
 - a. Officers while in an on-duty capacity shall carry the prescribed quantity of spare ammunition:
 - 1) Uniformed officers working patrol shall carry two spare magazines of ammunition authorized for his/her firearm.
 - b. When an officer is carrying a Department-issued firearm, whether in an on-duty or off-duty capacity, he/she shall keep the firearm holstered on his/her person, unless it is drawn for use or to be placed into storage.
 2. When an officer carries an authorized shotgun or patrol rifle, he/she shall have the firearm in a "cruiser condition."
 - a. A cruiser condition shall be a fully loaded magazine inserted, or magazine tube with a bolt closed on empty chamber and safety engaged.
- C. All personnel shall exercise caution and the utmost care in handling of Department-issued firearms at all times. Firearms shall be carried in accordance with Connecticut General Statute § 29-37i and Connecticut General Statute § 53a-217a and this directive.
- D. Circumstances when an officer may remove a firearm from its holster include the following:
1. For use in the performance of his/her duties.
 2. To clean the firearm or to have the armorer inspect and/or repair the firearm.
 3. To store the firearm.
 4. At the direction of a superior officer conducting firearms inspections.
 5. For training purposes.
- E. It shall be the responsibility of the individual officer to store the firearm in a secure fashion, so as to deny access to another in accordance with Connecticut General Statute § 29-37i and Connecticut General Statute § 53a-217a.
1. If a firearm is being stored in an officer's locker or the compartment within the locker, the locker shall be kept locked at all times.
- F. Care of Departmental Firearms
1. Prior to the issuance or reissuance of a Department-owned firearm and/or less-lethal equipment, an Armorer or another certified instructor shall review, inspect and approve said weapon(s) for use, which will be noted in LEAS.

2. Once a Department-owned firearm is issued to an officer, it shall be the responsibility of an Armorer or his/her designee to, on at least an annual basis, inspect all Department issued firearms and/or other authorized firearms being carried by members of the Department.
3. Each officer is responsible for cleaning his/ her service firearm, as soon as practical after the firearm has been fired, and periodically as needed. All cleaning materials shall be authorized by the Department.
4. Each officer is responsible for notifying an Armorer if he/she determined that his/her firearm is not working properly or in need of repair.

G. Firearms in Need of Repair

1. Any firearm being carried by a member of this Department that may be in need of repair or adjustment shall be immediately brought to the attention of an Armorer or a designated firearms instructor. It shall be the responsibility of the Armorer or firearms instructor to inspect and verify the need for repair.
2. Repair or adjustment of any Department-issued firearm shall be done only by a designated Department Armorer, a qualified gunsmith, or the manufacturer if required.
 - a. An Armorer shall not make any alterations to the sights or trigger pull of any firearm except for the purposes of restoring them to standard uniform operation without written permission from the Chief of Police or his/her designee.
3. Any repairs or adjustments made to a firearm by the Department Armorer shall be documented in a permanent Department record.
4. If a firearm cannot be repaired by the Department Armorer, or it has been determined that the firearm is in need of repair that exceed the capabilities of the Armorer, then the Armorer shall:
 - a. Issue a replacement Department firearm of the same nomenclature.
 - b. Make the necessary arrangements for the repair of the firearm by a Department-approved gunsmith and/or manufacturer.
 - c. Make all necessary entries in the firearms permanent records section of LEAS database.
5. The Armorer shall be responsible for maintaining all record entries to reflect the following:
 - a. Date when a firearm has been surrendered for transfer, repair, or termination of employment.
 - b. The entry shall also indicate the disposition of the firearm as a result of a transaction.

- c. The name and address of the designated gunsmith that was responsible for making repairs on a Departmental firearm.
- d. Any receipts or similar paperwork shall be made part of the Departmental records.
- e. The Armorer(s) shall maintain the permanent records for all Department-owned firearms in the Department Equipment module in LEAS. Paper records will be kept in the Records Division.

H. Authorization

1. Officers, who are authorized to carry a firearm during the course of their official duties, may only carry a Department-issued firearm for which they have been qualified and have been authorized to carry. All officers while on-duty (including private paid details) are required to carry a Department-issued firearm with Department-issued ammunition.
2. No member of this Department while in an on-duty capacity (including while working private paid details) may carry any other firearm or weapon that has not been previously approved by the Chief of Police.
3. An officer of this Department may carry his/her Department-issued firearm off-duty providing that the following requirements are met:
 - a. The officer has his/her police identification and badge in his/her possession.
 - b. The officer has satisfied all of the annual firearms qualification requirements.
 - c. The officer is not presently under suspension, or has not been prohibited from carrying the firearm for some other reason.
 - d. The officer carries only Department-issued ammunition in the service firearm.

I. Use of Holsters

1. No officer shall carry a Department-issued pistol either while on-duty or off-duty without first securing said firearm in a holster.
2. While on duty (including private paid details), all uniformed officers must carry their pistol in an approved holster. No substitutions are acceptable without first receiving prior approval from the Chief of Police or his/her designee. Department authorized holsters are:
 - a. Blackhawk, Level 3 SERPA, Auto Lock, Duty Holster (Patrol)
 - b. Blackhawk, Level 3 SERPA, Auto Lock, Light Bearing Duty Holster (Patrol)
 - c. Leather Single or Double Retention Dress Uniform Holster (only while wearing dress uniform for authorized functions)

- d. Blackhawk, CQC SERPA Holster (Non-Patrol function)
- e. Leather Single Retention Holster (Non-Patrol function)
- f. Galco Miami Classic II Shoulder System for Sig Sauer (Plain clothes, Non-Patrol Function)
 - 1) Must be worn concealed under a suit coat or jacket when outside the Department building.
 - 2) Must train and show proficiency in use before a Department firearms instructor to wear.
 - 3) Shall not be worn when also wearing a Department CEW.
- g. Aker Shoulder Holster Flatsider XR7 Model 107 for Sig Sauer (Plain clothes, Non-Patrol Function)
 - 1) Must be concealed under a suit coat or jacket when outside the Department building.
 - 2) Must train and show proficiency in use before a Department firearms instructor to wear.
 - 3) Shall not be worn when also wearing a Department CEW.
- J. Officers may not alter a holster in any fashion from the original design of the manufacturer.
- K. Officers may not knowingly carry a firearm in a holster that is in disrepair or is unserviceable.
- L. Tampering with Police Firearms
 - 1. Adjustments to Firearms: Only the Department's Armorer, the firearms manufacturer or authorized gunsmith shall make any repairs and adjustments to any of the Department's firearms.
 - 2. Authorized Pistol Grips: No grip or grip adapter may be used on a Department firearm other than one approved by an Armorer. Officers shall not make any alterations to the grips that have not been approved and installed by a Department Armorer.
 - 3. Alteration of a Firearm: Under no circumstances may an officer make any alterations to the mechanical operations of a firearm.
- M. Issuance of Authorized Patrol Rifles and Shotguns
 - 1. The Department provides authorized patrol rifles and shotguns to its officers for those situations that may necessitate the utilization of a long gun. Further, only those

officers who have been trained and qualified on the use of the patrol rifles and shotguns may have access to said weapons.

2. Use of Authorized Patrol Rifles and Shotguns
 - a. Only those officers who have successfully completed the training and qualification courses will be permitted to deploy the patrol rifles and shotguns.
 - 1) Officers will receive training and orientation on the patrol rifles and shotguns on an annual basis. The training at a minimum will include instruction on the Department's use of force policy, safe handling of the weapons, and demonstrated proficiency in their use and accuracy.
 - 2) The training course for patrol rifles and/or shotguns will be in conformance with the standards established by the Connecticut Police Officer Standards and Training Council (POST) and conducted by certified firearms instructors.
 - 3) Officers who are not able to demonstrate the safe handling and proficiency with the Department's patrol rifles and/or shotguns will receive additional training until such time they are able to meet qualifications standards.
 - b. It shall be the responsibility of the officer to determine the appropriateness of deploying any patrol rifles and/or shotguns. Situations that may warrant the deployment of a patrol rifle and/or shotgun might include, but are not necessarily limited to, the following:
 - 1) Anticipation or the likelihood of an armed encounter.
 - 2) Situations when the delivery of long range and accurate fire may be needed.
 - 3) Hostage and barricaded situations.
 - 4) An active aggressor/shooter situation.
 - 5) Knowledge that the suspect is or may be wearing body armor.
 - 6) As part of an entry team, when there are sufficient personnel to allow for its deployment.
 - 7) Patrol rifles may be used on patrol by officers who have successfully completed required additional training in an approved course. The rifles will be stored in the patrol vehicle until such time as they are deployed for an appropriate incident.
 - c. Whenever an officer is authorized to deploy the patrol rifle or shotgun, it is that officer's responsibility to maintain custody and security of the weapon at all times. Whenever returning the patrol rifle or shotgun to the car or patrol safe, the officer will render the weapon into a safe condition (as prescribed by training) prior to storing/securing the weapon.

- d. When deployed in the field, patrol rifles and shotguns will be secured and maintained in their cases or mounts in a “cruiser condition”. The patrol rifles and shotguns will be maintained in a safe condition when stored in the safe in the station.
- e. The “cruiser condition” of the patrol rifle will comprise the following:
 - 1) The safety will be in the ON position.
 - 2) The chamber will be empty.
 - 3) The bolt on the patrol rifle will be in the forward or closed position.
 - 4) There will be a fully loaded magazine inserted into the patrol rifle.
 - 5) The dust covers will be closed.
 - 6) The weapon will be properly secured within its case or mount.
- f. The “cruiser condition” of the shotgun will consist of the following.
 - 1) “00” buckshot loaded in the magazine to capacity.
 - 2) The bolt closed on an empty chamber with safety engaged.
 - 3) Slugs in their holders on the stock.
- g. When returning the patrol rifle or shotgun following deployment, the officer who is charged with the possession of the weapon will be sure that it is rendered safe and stored in a safe condition (as described in the aforementioned section). The process for making the weapons safe involves the following steps:
 - 1) The safety should be in the ON position.
 - 2) The magazine should be removed from the patrol rifle.
 - 3) The chamber should be cleared of the round that may have been chambered, and as a precautionary measure should always be checked. The ejected round should be inserted back into the magazine of the patrol rifle.
 - 4) When presenting the patrol rifle for inspection, the bolt should be open, with the magazine out of the weapon.
 - 5) Once the patrol rifle has been inspected to ensure that it has been rendered into a safe condition, the bolt of patrol rifle should be closed. The rifle should be secured in the patrol gun locker.
 - 6) Once the shotgun has been inspected to ensure that it has been rendered into a safe condition, the shotgun should be secured in the patrol gun locker.

- h. Whenever loading or unloading the patrol rifle, it should be done at the unloading station in the police station when possible, or outside in a safe area, preferably not in the public view.
- i. The Armorer shall maintain rifles and shotguns in a condition so that sufficient firepower is available whenever such weapons are called for.

N. Officers Prohibited from Carrying a Firearm

- 1. Officers who are suspended or whose weapon has been officially taken from them for any other reasons shall not carry a Department issued firearm under any circumstances.
 - a. Officers shall successfully qualify with each firearm for which they are authorized. An officer is required to meet all proficiency standards as they pertain to firearms qualifications and familiarization courses. The passing score is 80% or above.
 - b. Evaluation of proficiency shall include the safe and proper handling of any firearm during the course of fire that will be evaluated by the firearms instructor.
- 2. Officers who fail to qualify shall immediately relinquish those firearms on which they failed to qualify. Those officers who still fail to qualify after remedial training within a reasonable time shall be subject to disciplinary action, up to and including termination of employment.
 - a. The firearms instructor will immediately notify the Chief of Police or his/her designee of a failed qualification and complete a Department Review (DR) in LEAS prior to the end of the instructor's tour of duty.

O. Loss of a Service Firearm

- 1. Loss of the official police firearm shall be reported immediately to the officer's supervisor and the on-duty shift commander.
- 2. Loss of a firearm through carelessness or neglect shall be deemed a serious violation of Department regulations and may be subject to disciplinary action commensurate with such an infraction.
- 3. The circumstances surrounding the loss of any Department firearm shall be fully documented in an incident report, and immediately entered into the COLLECT/NCIC computer system. All such reports shall be immediately referred to the Chief of Police through the chain of command.

P. Use of Ammunition

- 1. Only Department-issued ammunition may be used in any Department-owned weapon(s). Under no circumstances may an officer use any other ammunition in a Department- owned firearm without express permission from the Chief of Police or an Armorer.

2. The Armorer(s) shall maintain an inventory of all Department ammunition. It will be his/her responsibility to keep all records current and up-to-date at all times. This inventory will include a record of the following:
 - a. Total amount of ammunition held in storage.
 - b. Total amount of ammunition received.
 - c. Total amount of ammunition expended by officers during firearms training.

Q. Annual Training Requirements

1. Instruction on the Use of Force: Each member of this Department who is authorized to carry a firearm or any less lethal weapon as part of the performance of his or her official duties is to be issued the current policies and procedures on the Use of Force as part of an annual training program. Instruction relating to the provisions contained within this policy will be performed as part of the annual training program.
 - a. All officers shall qualify at least twice a year with their issued service firearm and once yearly on any long gun they are authorized to carry.
 - b. Qualifications shall be under the direction of the Department's Firearms Instructor(s) or other certified instructor.
 - c. Following a reasonable period of practice and training, all officers will be expected to qualify in accordance with the standards established by CT POST.
 - d. Qualification shall include an inspection of any firearm used by the officer to ensure that it is in good working condition.
 - e. No member of this Department will be authorized to carry a firearm or any less lethal weapon until he or she has:
 - 1) Been issued a copy of the Department's Use of Force Policies and Procedures and has received instruction and passed a written examination on same; and
 - 2) In the case of firearms, qualified at the range.

R. Duties of the Armorer

1. It will be the responsibility of the Armorer(s) and/or designated firearms instructor(s) to prepare a lesson plan that outlines the content of the classroom training and the course of fire that is used for qualifications. The Armorer and/or designated firearms instructor(s) will be responsible for carrying out the following duties:
 - a. Keep all relevant records on all Department-owned firearms as described in the aforementioned section(s) of this directive.
 - b. Maintain a record on those members of the Department that have gone through the annual Use of Force and firearms qualification program.

- c. Make a determination as to whether all members of the Department have satisfactorily completed the requirements of the annual Use of Force and firearms qualifications.
 - d. In those cases, where the designated firearms instructor feels that any member of the Department requires additional training or remedial training, the armorer shall confer with the Chief of Police or his/her designee.
 - e. It shall be the responsibility of the designated firearms instructor(s) to conduct and supervise the annual firearms qualifications training program. As part of that program, the Armorer shall maintain records on each officer as they pertain to officers' eligibility to carry a firearm either in an on-duty or off-duty capacity, and report to the Chief of Police via normal lines of communications, on the results of such qualifications.
 - f. Officers must achieve a minimum passing score of 80% or above on the Department's prescribed qualification course(s) (refer to Departmental lesson plans), attain and demonstrate a knowledge of the laws and Department policies concerning the use of firearms, and demonstrate familiarity with recognized proper and safe handling procedures as they pertain to the use of a firearm. This policy shall pertain to all authorized and issued firearms.
 - g. Sworn members of the Department will qualify at least twice per year achieving a minimum score of 80% or higher using the firearm they are authorized to carry on duty. When an officer of the Department is issued a weapon, he or she will qualify at a Departmental approved range in the use of that weapon prior to resuming normal police duties. This will not apply to the emergency use of a comparable spare weapon issued on a temporary basis.
 - h. All personnel authorized to carry lethal and less-lethal weapons will be issued copies of and be instructed in the policies pertaining to the Use of Force prior to them being authorized to carry such weapons; this will be documented.
- S. The Deputy Chief of Police shall direct an annual audit of the Armory and its records.
- 1. The Deputy Chief shall submit to the Chief of Police his or her audit report that shall identify any deficiencies and propose remedies for the deficiencies.
 - 2. The Deputy Chief shall ensure that corrections are made to any deficiencies found in the audits.