



**TOWN OF SENECA FALLS POLICE DEPARTMENT**  
**GENERAL ORDER**



<b>GENERAL ORDER #:</b> 343	<b>RESCINDS:</b> 07/01/13, 06/22/2016, 09/28/16,03/14/2019
<b>SUBJECT:</b> Patrol Rifle & Shotgun	<b>NYS ACCREDITATION:</b>  20.5, 21.1, 32.3
<b>EFFECTIVE DATE:</b> 06/25/2019	
<b>BY ORDER OF:</b> Stuart W. Peenstra, Chief of Police	

- I. **PURPOSE:** The purpose of this order is to establish operating guidelines governing the carrying, use, and security requirements for employees regarding department owned patrol rifles and shotguns.
  
- II. **POLICY:** The Town of Seneca Falls Police Department's policy governing the use of force, discharge, and display of firearms will similarly apply to the use of department owned patrol rifles and shotguns. Only approved department owned and issued patrol rifles, shotgun's and ammunition will be used by department members therein.
  - A. No member will use department owned Rifles, shotguns or ammunition while off duty for personal use. (Revised: 06/25/2019)
  
- III. **DEFINITIONS:**
  - A. **PATROL RIFLE:** Colt M4 Carbine, 5.56 caliber, designated by a three-digit weapon item number.
  - B. **SHOTGUN:** Remington 870, 12-gauge, pump action, designated by a three-digit weapon item number.
  - C. **WEAPONS VAULT:** A secured weapon storage area located in the department's armory. This area is designated to safely store all department owned firearms.
  - D. **WEAPONS LOCKER:** An area designated for the temporary storage of departmental firearms removed from a patrol vehicle for maintenance.
  - E. **AUTHORIZED OFFICER:** A police officer employed by the Town of Seneca Falls Police Department who has been trained and successfully completes the qualification course for the respective weapon system.
  - F. **VEHICLE WEAPON MOUNT:** A mount installed in the patrol vehicle that securely holds the weapon system with the use of an electronically activated lock.
  - G. **AUTHORIZED UNMARKED VEHICLE:** A vehicle owned by the police department without obvious police markings.
  - H. **GO-BAG:** Department issued bag to standardize how additional equipment and ammunition is stored for the weapon systems.
  
- IV. **PROCEDURE:**
  - A. **SHOTGUN:**
    - i. All patrol vehicle's may be equipped with a shotgun.
    - ii. The shotgun will be locked in the weapon mount of each patrol vehicle with the safety on, chamber closed and empty, with six rounds of 1 oz. slug ammunition in the magazine tube.

- iii. An additional five rounds of 1 oz. slug ammunition will also be maintained in the department issued "go-bag" for use if necessary.
- iv. At the discretion of the Chief of Police, a shotgun may be issued to a department member and stored in the trunk or rear cargo area of an authorized unmarked vehicle as necessary.
- v. When a shotgun has been deployed and a round chambered, the officer will ensure that the chambered round is safely extracted prior to the weapon being returned to the weapon mount.

**B. PATROL RIFLE:**

- i. All patrol vehicle's may be equipped with a patrol rifle.
- ii. The patrol rifle will be locked in the weapon mount of each patrol vehicle with the bolt forward with an empty chamber, dust cover closed, the selector switch in the "safe" position, and a 30 round magazine inserted containing 28 rounds of ammunition.
- iii. Two extra 30 round magazines, each containing 28 rounds of ammunition will be carried in the department issued "go-bag" for use, if necessary.
- iv. When a patrol rifle has been deployed and a round chambered, the officer will ensure that the chambered round is safely extracted prior to the weapon being returned to the weapon mount.
- v. Rifles will ONLY be removed from department vehicles with a live round chambered under the following conditions:
  - 1. Any in-progress crime when the perpetrator is believed to be armed.
  - 2. Any robbery or burglary where the suspect(s) are believed to still be on scene.
  - 3. When information received by the dispatchers which specifically indicates that there is, or was a weapon used in the commission of a crime.
  - 4. When searching for suspect(s) who are alleged to be armed.
  - 5. Active shooter.
  - 6. Hostage situations.
  - 7. Barricaded subjects.
  - 8. High risk warrants, Raids, drug related warrants.
  - 9. High risk undercover operations.
  - 10. High risk surveillance operations.
  - 11. When directed by a supervisor.
  - 12. Visiting Dignitary protection details.
  - 13. Civil disorder, when authorized by the Lieutenant of Chief of Police.
  - 14. Authorized department training.

**C. GO-BAG:**

- i. The department issued go-bag will contain only approved items which are owned and maintained by the police department.
- ii. When practical and safe to do so, the go-bag will be kept in the cargo compartment of the vehicle, near the level IV plate carrier, and out of plain view.

**D. AMMUNITION:**

- i. Ammunition used with any weapon system shall only be equipped with department issued ammunition.
- ii. Officers are not authorized to carry any ammunition on their person or in patrol bags that is not department issued ammunition.

- iii. Approved ammunition will be documented in the Town of Seneca Falls Police Department's Uniform Standards Manual.
- iv. Surplus ammunition for all weapon systems will be stored in the armory locker.
- v. All department ammunition will be tracked at all times using the standardized department ammunition tracking log.
- vi. The department Armorer(s) will conduct an annual inventory of all department issued ammunition to ensure that all ammunition is accounted for and that the ammunition tracking log is correct.
- vii. All ammunition expenditures shall be properly annotated on the department ammunition tracking log.
- viii. All newly delivered ammunition shall be properly stored. The Armorer(s) shall annotate the type and quantity of ammunition on the ammunition tracking log.

**E. WEAPON VAULT / LOCKER:**

- i. DCJS Certified Firearm Instructors and the department Armorer(s) will have access to the vault and shall be responsible for ensuring that the vault is locked at all times.
- ii. Any shotgun or patrol rifle which is not in-service or assigned will be secured in the weapon vault. This does not apply to weapon systems removed for temporary maintenance of police vehicles.
- iii. Any time a department vehicle which is equipped with a weapon system is taken out of service, for any length of time, for maintenance or other circumstances, must have the weapon systems and go-bag removed and placed into a weapon locker.
- iv. Any weapon system movement shall be documented at the time of movement on the firearms tracking log.
- v. Any weapon system placed in either the vault or locker, the officer doing so shall; ensure the weapon is on "safe", the ammunition is emptied from the weapon, and the chamber is open to show it is safe.
- vi. Every officer is responsible for ensuring that the weapon lockers are secured when in use.
- vii. The key to the weapon locker will be placed in the same location as the patrol vehicle keys to show where the vehicle weapons are located, in addition to the log.
- viii. When the vehicle is being placed back into service, the weapons must be logged out of the locker in the same manner.

**F. TRAINING AND QUALIFICATION:**

- i. Any training or qualification must be completed by a DCJS Certified Firearms Instructor.
- ii. Any weapon system owned and maintained by the police department, it is required that the officers must be properly trained and qualified to use them. Any officer who has not received the proper training and qualification to use that weapon system shall not handle the system for any reason.
- iii. Only officers who have completed the department's use of force training and weapon familiarization course will employ the weapon system. Police Officer's will only use those weapon(s) which are issued by the department, only after they have demonstrated their proficiency through an official qualification course to include instruction in the safe handling, disassembly / reassembly, maintenance / cleaning, loading / unloading, and proper shooting fundamentals of the particular weapon system.
- iv. Annual weapon system training will be conducted utilizing the course of fire and curriculum which has been approved by the Chief of Police.

- v. The firearm instructor(s) are responsible for recording and submitting all records of firearms training to the training coordinator.
- vi. Agency personnel who are unable to demonstrate proficiency and qualify with any particular weapon system must attend, and successfully complete remedial training prior to being allowed to return and resume official duties.
  - 1. When practical, the firearm instructor(s) will immediately conduct remedial training in an effort to correct the deficiency.
  - 2. If the deficiency cannot be corrected before the members next tour of duty, the instructor will:
    - a. Immediately notify the Chief of Police or Lieutenant regarding the members status. Any changes in status must be reported to the Chief or Lieutenant. This includes the member not responding to training.
    - b. Reschedule additional remedial training as soon as practical.
  - 3. All remedial training shall be documented.
  - 4. A failure to demonstrate proficiency after reasonable remedial training has been provided may serve as the basis for disciplinary action.

#### **G. MAINTENANCE:**

- i. The police departments Armorer(s) will be responsible for the maintenance of all department weapon systems. The Armorer(s) will ensure that firearms are kept in proper working order.
- ii. All firearms will be inspected annually.
- iii. Prior to being placed into service, all weapons will be inspected in the following procedure:
  - 1. Complete disassembly and inspection of the weapon in accordance with the manufacture's specifications.
  - 2. The weapon may be test fired.
  - 3. Any weapon found to be unsafe or not operating properly will be removed from service and repaired.
  - 4. All inspections will be documented on the department's firearm inspection log.
- iv. Firearms that are damaged or deemed unsafe will be removed from service by officers in the following manner:
  - 1. Immediately take the weapon out of service.
  - 2. The weapon will be stored in accordance with section IV E.

#### **H. RESPONSIBILITY:**

- i. It will be the duty of the departments firearm instructors to make appropriate recommendations to the Chief of Police regarding the acquisition and fielding of new weapon systems or associated accessories or equipment. The Chief of Police will have the ultimate authority regarding any purchases and specifications.
- ii. The police department Armorer(s) will be responsible for maintaining all department logs in a timely fashion. Those logs may be audited at any time.
- iii. The Armorer(s) shall maintain a log of all approved weapons including the weapon make, model, caliber and serial numbers.
- iv. Spillman Equipment Table
  - 1. The Spillman equipment table will be used to maintain a list of weapons, who the weapon is issued to, what patrol vehicle it is issued to, or its location otherwise.
  - 2. It will be the responsibility of the Armorer(s) to maintain the table's accuracy.