

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 344	Rescinds: 09/28/16
Subject: Handguns	NYS Accreditation: 20.5, 32.3
Effective Date: 09/06/2018 By Order Of: Stuart W. Peenstra, Chief of Police	

- I. **PURPOSE:** The purpose of this general order is to establish the procedures governing the possession and use of handguns and ammunition by sworn personnel.

- II. **POLICY:** It is the policy of the Town of Seneca Falls Police Department that only department issued and approved handguns and ammunition will be employed by sworn officers while on duty; that only department approved handguns and ammunition may be employed by officers, other than for recreation, when off-duty; and that officers will be trained, and qualified annually in the use of all handguns that they employ.

- III. **PROCEDURE:**
 - A. **ON-DUTY HANDGUNS**
 1. Sworn officers will be the only members of the department authorized to carry, display or employ handguns while on-duty.

 2. Only department issued handguns will be carried by officers in the prescribed manner while on duty, unless otherwise directed. The following handguns are currently issued by the department, authorized for use by officers and described in the department's "Uniform Standards Manual":
 - a. Uniformed officers will be issued a .45 auto-caliber pistol as referenced in the "Uniform Standards Manual". While on-duty, officers will carry a minimum of three (3) loaded magazines and one (1) chambered round of ammunition on their person.

 - b. Uniformed officers assigned to the Administrative Division Section will be issued a .45 auto-caliber pistol as referenced in the "Uniform Standards Manual". While on-duty such personnel will carry a minimum of one (1) loaded magazine, and one (1) chambered round of ammunition on their person.

 - c. Investigators and other officers in plainclothes assignments will be issued a .45 auto-caliber pistol as referenced in the "Equipment Inventory List" in Spillman. While on-duty, such personnel will carry a minimum of one (1) loaded magazine and one (1) chambered round of ammunition on their person.

 - d. The Chief of Police and Lieutenant will be issued a .45 auto-caliber pistol as referenced in the "Equipment Inventory List" in Spillman. While on duty such personnel will carry a minimum of one (1) loaded magazine, and one (1) chambered round of ammunition on their person.

 - e. The School Resource Officer (SRO) will be issued .45 auto- caliber pistol as referenced in the "Equipment Inventory List" in Spillman. While on duty said officer will carry a minimum of two (2) loaded magazines, and one (1) chambered round of ammunition on their person.

- f. Weapon Mounted Light, "Streamlight TLR-1" will be issued to officers by the Quartermaster and/or the Firearms Instructor.
 - i. The Weapon Mounted Light, "Streamlight TLR-1" will be the only issued Weapon Mounted Light System.
 - ii. The Weapon Mounted Light will be installed on the department issued handgun Only by certified department Armorer.
 - iii. The Weapon Mounted Light DOES NOT replace a search light and if used as such, the weapon mounted light WILL BE removed and disciplinary action may be requested.
3. It will be the duty of the department firearms instructors to make appropriate recommendations to the Chief of Police regarding the acquisition and fielding of new handguns. The Chief of Police will have ultimate authority regarding on-duty handgun specifications.
4. Officers may, unless otherwise directed, carry the department issued handgun when off-duty.
5. Prior to a handgun being issued for use by a member in the performance of duty, the handgun will be inspected and approved by a department Armorer in accordance with the following procedure:
 - a. Complete disassembly and inspection of the weapon in accordance with the manufacturer's specifications.
 - b. The weapon may be test fired.
 - c. Any handguns found to be unsafe or not operating properly will be removed from service and repaired.
 - d. The inspection will be annotated on the department's "Firearms Inspection Log".
6. All department issued handguns will have a safety inspection conducted annually by the department's Armorer during firearms qualification training and the results of the inspections annotated on the department's "Firearms Inspection Log."
7. Officers are prohibited from carrying department issued handguns while under the influence of alcohol or other drugs or medication which would impair their judgment or decision making abilities in any way.

B. PERSONALLY OWNED HANDGUNS

1. Officers are not required to, but may if they choose, carry personally owned handguns while off-duty. Such handguns may be lawfully possessed:
 - a. When listed on a valid New York State Pistol Permit.

2. It is recommended that any officer who carries an off-duty handgun for purposes other than recreation should, prior to carrying such handgun:
 - a. Have the handgun and ammunition inspected and approved by a certified department firearms instructor to be kept on file at the department.
 - b. Have the make, model and serial number of the off-duty handgun recorded by the department firearms instructor.
 - c. Successfully complete an approved qualification course of fire with the handgun under the supervision of a certified department firearms instructor.
3. It is recommended that any officer who carries an off-duty handgun for purposes other than recreation should complete the department firearm training requirements, and qualify with such handgun annually.
4. Officers carrying or using handguns off-duty will adhere to the same regulations pertaining to the use and display of firearms as while on duty. The use of discretion and good judgment are required at all times.
5. Officers are specifically prohibited from carrying a personally owned or departmentally issued handgun off-duty while under the influence of alcohol or other drugs or medication which would impair judgment or decision making ability in any way.

C. HANDGUN AMMUNITION

1. In department issued handguns, officers will carry and employ that ammunition which has been approved and issued by the department. When evaluating ammunition for duty use, the department will consider the ammunition's:
 - a. Impact and expansion characteristics.
 - b. Ability to incapacitate an attacker.
 - c. Penetration.
 - d. Safety of the public.
 - e. Reliability.
2. Testing and evaluating handgun ammunition will be the responsibility of the department's firearms instructors, who will make appropriate recommendations to the Chief of Police, who will have ultimate authority regarding handgun ammunition specifications.

3. Approved department issued handgun ammunition will be described in the department's "Uniform Standards Manual."
4. All handgun ammunition utilized by the department will be inventoried by the department's Armorer utilizing the following procedure:
 - a. Record the type and quantity of handgun ammunition received on the department's "Ammunition Tracking Log" and in Spillman.
 - b. Ensure that all handgun ammunition is properly stored in the following approved ammunition storage location:
 - i. Ammunition Storage Locker.
 - c. Members requesting handgun ammunition for target practice will utilize the following procedure:
 - i. Request the ammunition from a firearms instructor.
 - d. Firearm Instructors issuing handgun ammunition for target practice will utilize the following procedure:
 - i. Ensure that the "Ammunition Tracking Log" and in Spillman gets annotated.
 - ii. Ensure ammunition is issued from the supply located in the Ammunition Locker.
 - iii. Ensure that the officer requesting handgun ammunition has proper eye/ear protection.
 - e. The department Armorer will conduct an annual inventory of all handgun ammunition to ensure that handgun ammunition expenditures are properly annotated on the department's "Ammunition Tracking Log" and in Spillman

D. CARE AND SAFEGUARDING OF HANDGUNS

1. All officers will exercise due care in safely securing departmentally issued and personally owned handguns while on and off duty.
2. Officers are responsible for the care and cleaning of their issued handgun. All defects or damage to a department weapon will be immediately reported to the department's Armorer for repair or replacement. Officers will not make repairs, modifications, adjustments or changes to departmentally owned handguns. All such service will be performed by the department's Armorer, with the prior approval of the Chief of Police.

3. Department Issued weapons that are damaged or deemed unsafe will be removed from service in the following manner:
 - a. If the officer is on duty:
 - i. Immediately take weapon out of service.
 - ii. Notify the Shift Supervisor or Lieutenant
 - iii. Follow equipment replacement procedures as described in General Order #350, "Uniforms, Equipment, and Personal Appearance."
 - b. If the officer is off duty:
 - i. Prior to next tour of duty, follow procedures set forth in III D (3)
4. If it should become necessary for an officer to remove his handgun while in the field, the handgun will be secured in the locked trunk of a police vehicle. When doing so the officer will:
 - a. Render the weapon safe by removing the magazine from the weapon and extract the chambered round safely.
 - b. Remove the holstered weapon and duty belt and secure them in the trunk of the patrol vehicle.
 - c. All ammunition should be secured in a separate area of the patrol unit or retained on the officer's person.
5. At the station, handguns will, when not on the officer's person, be secured in:
 - a. The weapons locker located in SFPD Room #132 "Patrol Room" When securing handguns in the weapons locker, officers will:
 - i. Remove the magazine from the weapon and extract the chambered round. The magazine and chambered round will be kept on the person of the officer.
 - ii. Remove the handgun from the holster.
 - iii. Place the unholstered handgun into the weapons locker. The officer will then close and lock the door of the weapons locker and remove the key. Officers will retain the key on his person. The weapons lockers will only be used for short-term storage of handguns (e.g. while booking a prisoner); or
 - b. Handguns secured in a members' locker in the Locker Room will be stored in a safe position with the magazine removed. Lockers will be locked at all times to prevent unauthorized access to firearms or other department owned equipment. A member's locker may be used for long term storage of his firearm.

6. Handguns may not be stored in desk drawers, filing cabinets or similar areas, except when such drawer or cabinet is locked and the officer has sole possession of keys to the area.
7. Handguns stored in an officer's residence will be secured in a location and manner which protects the handgun from theft and makes it inaccessible to unauthorized persons (e.g. guests, children). The department strongly recommends the use of gun safes, strong-boxes, trigger locks or similar devices, particularly when children are present in the home. Firearms instructors are available to provide officers with advice regarding effective measures which can be taken to safely store firearms at home.
8. Handguns stored for extended periods of time (e.g. vacations), will be removed from the holster with all ammunition removed from the chamber of the weapon and magazines and stored in the weapons locker.

E. HANDGUN TRAINING AND QUALIFICATION

1. Prior to carrying a handgun all officers will:
 - a. Be issued and acknowledge receipt of General Order #335 "Use of Force", General Order #340 "Use of Deadly Physical Force/Firearms Discharge Report", General Order #343 "Rifle and Shotguns" and General Order #344 "Handguns"
 - b. Receive training in regard to the departments' policies regarding firearms and the use of force.
 - c. Successfully complete a department approved qualification course of fire under the supervision of a firearms instructor.
2. Every officer must successfully complete in-service training on the department's use of force policy and a department approved qualification course of fire at least Once per year using his/her issued handgun and personally owned handguns used for other than recreational purposes. This course of fire will be accomplished under the supervision of a certified firearm instructor. Scores for qualification for the department's Practical Pistol Course will be established by a department firearm instructor, with the approval of the Chief of Police.
3. Agency personnel who are unable to demonstrate proficiency and qualify with an authorized department weapon must attend and successfully complete remedial training prior to being allowed to resume official duties.
4. When practical, the firearms instructor will immediately conduct remedial training in an effort to correct the deficiency.
 - a. If the deficiency cannot be corrected before the members next tour of duty, the instructor will:
 - i. Immediately notify the Lieutenant and Chief regarding the member's duty status.
 - ii. Reschedule additional remedial training as soon as practical.

- iii. Keep the Lieutenant and Chief apprised of the member's duty status.
 - b. All remedial training will be documented.
 - c. A failure to demonstrate proficiency after reasonable remedial training has been provided may serve as the basis of disciplinary action.

5. Firearms instructors will be responsible for recording and submitting all records of firearm training to the Chief of Police.

6. The department's Armorer will be responsible for maintaining a "Firearms Inspection Log" that will be updated at least annually and contain the following information:
 - a. Make and model, caliber and serial numbers of all firearms that are authorized by the department for official use.
 - b. The date of inspection, the status of the firearm, and the name of the officer who conducted the inspection.
 - c. Officer or location that the firearm is issued to.