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|  | MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES | |
| | Subject FIREARMS | Policy Number GJ-23 |
| | | Effective Date 02-29-24 |
| Related Information Arizona Revised Statutes CP-1, <i>Use of Force</i> EE-1, <i>Execution of Criminal Process/Civil Warrants</i> GC-15, <i>Employee Resignations, Retirements, and Separations</i> GC-17, <i>Employee Disciplinary Procedures</i> GD-10, <i>Off-Duty Incidents</i> GE-1, <i>Supply Requisition, Procurement, and Inventory</i> GE-4, <i>Use, Assignment, and Operation of Vehicles</i> GH-2, <i>Internal Investigations</i> GJ-9, <i>Restraint and Transportation of Prisoners and Inmates</i> GJ-27, <i>Sheriff's Posse Program</i> GJ-39, <i>Less-Lethal Specialty Weapon Systems</i> Maricopa County Policy A2228, <i>Prohibition of Weapons</i> | Supersedes GJ-23 (12-18-19) | |

PURPOSE

It is the purpose of this Office Policy to specify Office approved firearms and provide guidelines and procedures for the purchase, storage, issuance, management, and use of approved firearms.

Although this Office Policy refers to employees throughout, this Office Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

POLICY

It is the policy of the Office to ensure all firearm certified employees become familiar with and operate under the guidelines of this Office Policy. Any use of a weapon constitutes a use of force and is subject to the provisions of Office Policy CP-1, *Use of Force*.

DEFINITIONS

Arizona Peace Officer Standards and Training Board (AZPOST): The state agency overseeing the certification of peace officers in Arizona; AZPOST provides formal guidelines for the sworn Basic Training Academy and annual training requirements needed to maintain certification as an Arizona peace officer.

Command Personnel: Employees holding the rank of lieutenant or above, or its civilian equivalent and above.

Critical Incident: Any incident that involves the use of force by an employee resulting in death or serious physical injury of a member of the public, prisoner, or an inmate; any assault upon MCSO employees, by any means, that results in serious physical injury or death; or the intentional and unintentional discharge of a firearm by an employee in the performance of their lawful duties. The term “critical incident,” as used in this Office Policy, is narrowed for investigative purposes and should not be confused with the definition provided in Office Policy GC-22, *Critical Incident Stress Management Program*, which is all encompassing and directly associated with issues of critical incident stress management. A critical incident **does not** include the following and therefore **does not** require protocol activation:

- A. The necessary dispatch of an animal for humane/medical purposes; including discharge of a firearm toward an animal for self-defense of themselves or in defense of others; or
- B. The use of a specialized firearm by the Tactical Operations Unit in order to enhance officer safety, dispense chemical agents, or as an entry device, when no serious physical injury or death to any person occurs.

Deputy Recruit: A new hire attending the Office’s Sworn Basic Training Academy or another AZPOST-approved academy.

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

Firearm: Any service firearm on the Approved Firearms List carried by a designated and certified employee in the course of their assigned duties. A loaded or unloaded handgun, pistol, revolver, long gun, shotgun or other weapon that will or is designed to or may readily be converted to expel a projectile by the action of expanding gases.

- A. **Primary Firearm:** Authorized service firearms with a barrel length of four inches or greater.
- B. **Secondary Firearm:** Authorized service firearms with a barrel length of less than four inches and may be used for non-uniformed personnel.

Firearm Certified Detention Officer: A detention officer who is 21 years of age or older, who has been approved by command personnel to attend, and has successfully completed, AZPOST firearm training requirements.

Firearm Certified Security Officer: A security officer who is 21 years of age or older, who has been approved by command personnel to attend, and has successfully completed, AZPOST firearm training requirements.

Long Gun: Any rifle/carbine on the Approved Firearms List carried by a designated and certified employee in the course of their assigned duties which include deputies and designated firearm certified detention officers and security officers in an assignment with a Patrol Rifle Program.

Peace Officer Capacity: A deputy or reserve deputy performing law enforcement duties.

Proficiency: The ability to safely demonstrate the operation or handling of a firearm, to include: engaging or disengaging any safeties, magazine exchanges, or malfunctions.

Ready Condition: When a firearm has a fully loaded magazine inserted, a round in the chamber, and the safety on, if applicable. It is permissible to download a magazine by one or two rounds to ensure proper function of the firearm.

Safe Condition: When a firearm has no magazine inserted, no round in the chamber, and the safety is on, if applicable.

PROCEDURES

1. **Approved Office Firearms:** The list of authorized makes and models of firearms shall be approved by the Chief Deputy or designee. Exceptions shall be made upon approval of the Chief Deputy or designee after inspection by a Firearms Training Unit (FTU) Armorer.
 - A. Approval is based on functionality and safety. Firearms which are unsafe or in poor mechanical condition shall not be approved. If versions of any approved models are deemed unsafe, they will be selectively disapproved.

- B. The Approved Firearms List shall be revised as needed. For a firearm to be approved and added to the Approved Firearms List (see Attachment A), it must be evaluated by the FTU and approved by the Chief Deputy or designee.
 - C. Unless approved as a specialized weapon used by an Office special duty unit, shotguns designated as less-lethal specialty weapons shall only be deployed with less-lethal munitions, as specified in Office Policy GJ-39, *Less-Lethal Specialty Weapon Systems*.
2. **Completion of Approved Training:** All employees must successfully complete approved, mandatory training before carrying a firearm on-duty. Guidelines for the use and application of firearms are taught during training and should be followed. All required certifications and re-certifications shall be obtained through the Training Division.
 3. **Office-Issued Handguns:** The Office shall provide service handguns for all sworn and designated firearm certified detention officers and firearm certified security officers. Detention officers and security officers who choose to accept the Office-issued service handgun shall be required to utilize it as their primary duty handgun. Deputies may use the Office-issued service handgun as a secondary handgun or for use in the Class A uniform.
 4. **Long Guns:** Deputies and employees authorized to carry an approved long gun in the course of their assigned duties, such as designated firearm certified detention officers and firearm certified security officers in an assignment with a Patrol Rifle Program, must successfully complete approved mandatory training before carrying a long gun on-duty.
 - A. Deputies who are long gun certified, working in an enforcement capacity, and using a patrol or detective vehicle, shall carry their long gun in their patrol vehicle. Long guns shall be carried in vehicles in the ready condition in a gun rack, a scabbard, a case, or in a position where the safety and/or trigger will not be inadvertently manipulated. Command personnel and reserve deputies are exempt from this requirement.
 - B. Designated firearm certified security officers and designated firearm certified detention officers in an assignment with a Patrol Rifle Program, such as Transportation, Special Response Team, and Custody Hospital Unit, may request to carry a personally owned long gun through their chain of command to their respective bureau chief. Detention officers will only be authorized to request approval for the AR-15 platform long guns in the approved calibers, as specified on the Approved Firearms List.
 - C. Employees shall complete the following process to carry a personally owned long gun:
 1. Employees shall bring the long gun to the MCSO Range to be inspected by the FTU for functionality and to ensure the long gun meets the requirements of this Office Policy.
 2. The employee shall successfully complete the Rifle Skills training course and the designated AZPOST qualification course of fire.
 3. Upon successful completion of the requirements of this section, the FTU shall record the long gun into the firearms inventory database.
 5. **Ammunition:** It shall be the responsibility of the FTU to test and evaluate the various types and brands of ammunition available, including handgun, less lethal shotgun, and long gun ammunition, and to make recommendations to command personnel based on the findings. The Sheriff's Office Warehouse Operations

Division shall obtain and store sufficient quantities of the approved and authorized ammunition to meet Office needs.

- A. All employees who have qualified with a service firearm for on-duty use, shall carry the service firearm with Office-issued service ammunition whether on-duty or off-duty.
 - 1. Office Full Metal Jacket and Total Metal Jacket (ball) ammunition shall only be used in enforcement action in extreme emergencies when service ammunition supplies are exhausted or ineffective.
 - 2. The SWAT Division may be authorized by their bureau chief or designee to carry and use a variety of ammunition to meet the requirements of their assigned duties.
 - B. Uniformed employees shall carry sufficient extra ammunition to provide two complete reloads for their service firearms.
 - C. Deputies and firearm certified detention officers, on-duty and not in uniform, shall carry sufficient extra ammunition to provide one complete reload for their service firearms. The same standard shall apply to deputies working in an off-duty, plain clothes capacity. Employees working off-duty in uniform are required to carry two reloads for their primary service firearm.
 - D. Extra ammunition for off-duty firearms, up to two complete reloads, may be carried at the discretion of the employee.
 - E. Individually carried service ammunition shall be replaced through the FTU at least once every calendar year.
 - F. Districts and specialty units shall maintain a sufficient supply of Office-issued ammunition for all firearms on the Approved Firearms List, including handguns, less lethal shotguns, and long guns, to meet the projected demands of emergency situations. This ammunition shall be changed at least once every 36 months.
 - G. Extra ammunition carried in vehicles should be protected from excessive heat. Ammunition carried in vehicles should be rotated frequently to prevent damage.
 - H. Issued ammunition shall not be altered or modified.
 - I. Qualified Armed Posse (QAP) members shall supply their own ammunition which meets Office specifications as authorized and determined by the FTU.
6. **Special Purpose Firearms and Weapons:** Employees assigned to the Tactical Operations Unit (TOU) or other special duty units may be authorized by their respective bureau chief or designee to carry and use a variety of firearms and special purpose weapons to meet the requirements of their assigned duties.
- A. Employees shall complete the appropriate training and inspection requirements prior to carrying or using any special purpose weapon or firearm.
 - B. Special purpose weapons or firearms shall be Office owned unless specifically authorized by the respective bureau chief or designee.
 - C. The authorization to carry and use a special purpose weapon or firearm shall only apply as long as the individual is assigned to duties within the authorizing bureau.

- D. The FTU may carry and use a variety of firearms and special purpose weapons for testing and evaluation.
7. **Firearm Maintenance and Inspections:** Employees shall ensure all service firearms carried by the employee in the course of their assigned duties are kept clean and serviceable. All unassigned Office owned firearms shall be maintained in a serviceable condition by designated employees. All Office owned firearms issued to an employee shall be taken to the range on the designated qualification day so an inspection and preventive maintenance can be performed. All authorized service firearms, including less lethal shotguns and long guns, shall be inspected by an FTU Armorer for safe operation prior to being carried by an employee in the course of their assigned duties, and shall be re-inspected annually.
- A. Employees shall not clean firearms while on-duty, unless otherwise instructed or authorized to do so by range personnel or their on-duty supervisor.
 - B. Modification of any service firearm after inspection, especially for the purpose of using an unapproved feature, is prohibited.
 - C. Office owned firearms shall not be repaired or modified except by, or at the direction of, an FTU Armorer.
 - D. Any authorized personally owned service firearms repaired or modified in any way, except for the addition of night sights or the replacement of grips, shall be inspected by an FTU Armorer before being carried or used.
 - E. Authorized personally owned firearms shall be made of stainless steel, or be chrome plated, nickel plated, black or blue anodized, blued, Flat Dark Earth (FDE) or parkerized.
8. **Employee Accountability, Handling, and Storage of Office-Issued and Authorized Firearms:**
- A. Office-issued and authorized firearms, special purpose weapons, and ammunition shall not be willfully or negligently damaged, lost, misplaced, or abused. All equipment issued to employees shall be maintained in proper order, as specified in Office Policy CP-2, *Code of Conduct*.
 - B. Firearm certified employees shall be responsible for maintaining accountability and proper handling of their Office-issued and authorized service firearms, special purpose weapons, ammunition, and equipment both on and off-duty.
 - C. Firearm certified employees shall take appropriate firearm safeguard precautions to ensure their Office-issued and authorized firearms, special purpose weapons, and ammunition are secured while stored in their residence, vehicle, or other areas under their control in such a manner as to be inaccessible to any person not authorized to access them unless being serviced, as specified in this Office Policy.
 - 1. An unattended Office vehicle shall be locked, especially when the vehicle contains a long gun or any other weapon, unless it would be unwise to lock the vehicle. Office-issued firearms assigned to employees authorized to operate an Office vehicle shall be maintained, as specified in Office Policy GE-4, *Use, Assignment, and Operation of Vehicles*.
 - 2. Office-issued or personally owned long guns shall be removed from any Maricopa County vehicles or facilities at the end of each shift. Personal long guns may be secured at a district at the discretion, and with permission of, the division commander.

3. When a vehicle is parked during off-duty hours or being serviced at any repair facility or service center, all firearms and weapons shall be removed from the vehicle, as specified in Office Policy GE-4, *Use, Assignment, and Operation of Vehicles*.

9. Reporting and Documenting of Lost or Stolen Firearms:

A. Any lost or stolen firearms registered in the Office firearms inventory database and utilized for Office duty requirements shall be immediately reported to the appropriate jurisdictional law enforcement agency for a report and entry of the firearm into the Federal Bureau of Investigation (FBI) National Crime Information Center (NCIC) database.

1. The involved employee shall:
 - a. Immediately notify their direct supervisor of the incident. Any employee who fails to report a missing firearm shall be subject to disciplinary action, up to and including dismissal from employment, as specified in Office Policy GC-17, *Employee Disciplinary Procedures*.
 - b. Complete a memorandum detailing the circumstances of the incident of the lost or stolen firearm, which shall include the report number obtained from the jurisdictional law enforcement agency for the incident; and
 - c. Generate an entry in Blue Team by selecting the Incident Type Employee Reported Activity (ERA) and selecting the Allegation ERA- Loss of Equipment.
2. Upon employee notification of a lost or stolen firearm, the employee's direct supervisor shall:
 - a. Notify the Property Management Division as soon as practical to update the firearms inventory database;
 - b. Forward the Blue Team ERA through the employee's chain of command to the respective bureau chief with a carbon copy sent to the employee; and
 - c. If the firearm is an Office owned firearm, the employee's supervisor shall complete the Maricopa County Risk Management Online Claim form, located on the Office shared drive, and select the Damaged County Property form.
 - (1) The supervisor shall indicate if the firearm was lost or stolen in the County Property or Non-Vehicle Equipment portion of the form.
 - (2) The Maricopa County Risk Management Damaged County Property form will be electronically forwarded to Maricopa County Risk Management once the Complete Incident button is selected.
 - (3) A printed copy of the Damaged County Property form, and a copy of the employee's memorandum shall be forwarded through the chain of command to the MCSO Budget Development and Risk Management Division.

10. **Carrying a Firearm When in Uniform:** All on-duty firearm certified employees in Class A, Class B, or Class C uniforms, shall carry and have in their immediate possession, a primary service firearm with a barrel length of four inches or greater in the ready condition, authorized for their assignment. Any additional service firearms shall be carried concealed. Exceptions to this are as follows:
- A. When required to remove the firearm upon entering a jail or prison;
 - B. When required to remove the firearm while in attendance at a court;
 - C. When required to remove the firearm for participation in an authorized training event as determined by the instructor;
 - D. When required to remove the firearm on a domestic air carrier as provided in Federal Aviation Administration (FAA) Regulations. Non uniformed or uniformed employees involved in extraditions and using a domestic air carrier shall comply with FAA Regulations, as well as procedures established by the Extraditions Unit and as specified in Office Policies EE-1, *Execution of Criminal Process/Civil Warrants* and GJ-9, *Restraint and Transportation of Prisoners and Inmates*;
 - E. When the employee's authority to carry a firearm has been suspended or revoked;
 - F. When command personnel are assigned to an administrative assignment and the carrying of a firearm is inappropriate;
 - G. When required to remove the firearm prior to entering the PSB when participating in an interview, as specified in Office Policy GH-2, *Internal Investigations*; and
 - H. When required to remove the firearm prior to entering the Administrative Services Division, as specified in Office Policy GC-17, *Employee Disciplinary Procedures*.
11. **Carrying a Firearm When Out of Uniform:**
- A. Deputy Sheriffs:
 - 1. On-Duty: Unless job related circumstances dictate otherwise, deputies shall carry their authorized service firearm with them at all times while on-duty. Deputies who are not in uniform may carry a service firearm concealed or non-concealed.
 - 2. Off-Duty: Deputies are encouraged, but not mandated, to carry a firearm off-duty, as specified in Office Policy GD-10, *Off-Duty Incidents*.
 - B. Firearm Certified Detention Officers:
 - 1. On-Duty: Any detention officers not in uniform and who have been trained and authorized by the Office to carry a service firearm shall do so in a concealed manner in order to not give the impression they are working in a peace officer capacity. The concealed service firearm shall be carried in accordance with state law.
 - 2. Off-Duty: Detention officers are afforded the same rights and obligations as a member of the public and may carry a firearm in accordance with state law. Detention officers may exercise those rights as long as they are not in uniform, wearing Office insignia, or working for or acting on behalf of the Office or any other agency of Maricopa County.

3. Any off-duty detention officer who carries or discharges a firearm for any purpose, does so in a civilian capacity, and shall be personally liable for the results of their actions.
 - C. Reserve Deputy Sheriffs: Reserve deputies are afforded the same rights as a deputy sheriff while on or off-duty.
 - D. Firearm Certified Security Officers:
 1. On-duty: Firearm certified security officers, not in uniform, shall not wear a firearm in plain view or carry a firearm concealed.
 2. Off-duty: Security officers are afforded the same rights and obligations as a member of the public and may carry a firearm in accordance with state law. Security officers may exercise those rights as long as they are not in uniform, wearing Office insignia, or working for or acting on behalf of the Office or any other agency of Maricopa County.
 - E. Deputy Recruit: Any off-duty deputy recruits who carry or discharge a firearm for any purpose, do so in a civilian capacity, and shall be personally liable for the results of their actions. Deputy recruits shall not carry any Office owned firearm off-duty.
12. **Carrying or Being in Possession of a Firearm While On-Duty:** Firearm certified employees identified in this Office Policy and those identified in Office Policy GJ-27, *Sheriff's Posse Program*, are authorized to carry or be in possession of a firearm while on-duty in a Maricopa County owned or leased facility, Maricopa County owned or leased vehicle, or at a Maricopa County-sponsored event. Firearm certified security officers may also be authorized to qualify and carry a firearm in the performance of their job duties.
13. **Civilian Personnel Who Carry a Firearm While Off-Duty:** All civilian personnel and posse members are afforded the same rights and obligations as members of the public regarding firearms and may exercise those rights as long as they are not working for or acting on behalf of the Office or any other agency of Maricopa County, not in uniform, or wearing Office insignia. Any off-duty civilian or posse member who carries or discharges a firearm for any purpose, does so in a civilian capacity, and shall be personally liable for the results of their actions.
14. **Drawing or Exhibiting a Firearm:** Except for general maintenance, storage, authorized training, or other legitimate purpose, employees shall not draw or exhibit a firearm unless the circumstances surrounding the incident create a reasonable belief it may be necessary to use the firearm, as specified in Office Policy CP-1, *Use of Force* and Arizona Revised Statutes. Employees found to be in violation of this Office Policy may be subject to disciplinary action, up to and including dismissal from employment, as specified in Office Policy GC-17, *Employee Disciplinary Procedures*.
15. **Firearm Discharges:** All employees shall exercise extreme care in the handling of firearms. An accidental or unintentional discharge may subject the employee to disciplinary action. Warning shots are not authorized.
 - A. There are three ways a firearm is discharged:
 1. Intentional Discharge: Intentionally pulling the trigger intending to discharge the firearm.
 2. Unintentional Discharge:
 - a. Voluntary: Intentionally pulling the trigger without intending to discharge the firearm.

- b. Involuntary: Unintentionally pulling the trigger causing the firearm to discharge.
 - 3. Accidental Discharge:
 - a. Mechanical failure.
 - b. Defective ammunition.
 - c. Outside influences such as clothing or equipment contacting the trigger.
 - B. In order to avoid the accidental or unintentional discharge of a firearm the following guidelines shall be followed:
 - 1. There shall be no practice drawing, aiming, or firing of a firearm on-duty or in any Office building, except under supervision at an authorized training event.
 - 2. Employees shall not load or unload any firearm inside any Office facility. Employees shall use great care when unloading firearms outside of Office facilities and shall use safety devices such as, “unloading traps,” when they are available.
 - 3. Non-evidentiary firearms which come into the control of an employee pursuant to their duties shall be unloaded and rendered safe.
 - C. The following basic firearms safety rules shall be followed:
 - 1. Consider all guns loaded;
 - 2. Do not point a firearm at anything you do not want to destroy;
 - 3. Keep your finger straight along the frame until you are on target and have decided to fire; and
 - 4. Be sure of your target and surroundings.
 - D. Any employee failing to take appropriate firearms safeguards may be subject to disciplinary action, up to and including dismissal from employment, as specified in Office Policy GC-17, *Employee Disciplinary Procedures*.
 - E. Only sworn personnel shall use a firearm to humanely destroy an animal.
 - 1. An attempt shall be made to locate and contact the animal’s owner by searching for brandings or identification tags.
 - 2. If the animal’s owner cannot be identified or located and there is no reasonable likelihood the animal can be rescued, the deputy may use their firearm to humanely destroy the animal.
- 16. **Firearms Qualification:** Firearms qualification requirements are as follows:
 - A. All employees authorized to carry service firearms, including secondary and off-duty firearms, shall qualify with those firearms, at least once in a calendar year, in an AZPOST approved course

of fire at the MCSO Range in the presence of an MCSO firearms instructor with the approval of the Range Master.

1. Sworn personnel shall qualify with, and be issued ammunition for, at least one authorized primary service firearm with a barrel length of four inches or greater. Sworn personnel may qualify with, and be issued ammunition for, two additional authorized service firearms and two general-purpose long guns. Firearm instructors may qualify with additional authorized firearms at the approval of the Range Master. Sworn personnel assigned to special duty units may qualify with more firearms at the approval of their bureau chief or designee.
 2. Firearm certified detention officers shall qualify with, and be issued ammunition for, one authorized primary service handgun with a barrel length of four inches or greater and one secondary handgun with a barrel length of 4-inches or less. Firearm certified detention officers may qualify with additional authorized firearms at the approval of the Range Master.
 3. Qualified Armed Posse (QAP) personnel shall qualify with and be issued ammunition for one authorized primary service firearm with a barrel length of four inches or greater, as specified in Policy GJ-27, *Sheriff's Posse Program*.
 4. Firearm certified security officers shall qualify with and be issued ammunition for one authorized primary service firearm with a barrel length of four inches or greater.
 5. All employees shall comply with range regulations as established by the FTU and the Range Master.
 6. Employees shall use Office-issued ammunition for Office-mandated practice and qualification.
 7. The FTU shall establish and publish criteria and procedures by which authorized employees may qualify for a shooting proficiency badge.
 8. Authorized employees shall pass a decision-making course each calendar year.
- B. All employees shall qualify with **all** Office-issued firearms in their possession prior to qualifying with approved personally owned firearms during their annual firearms qualification each calendar year. Any Office-issued firearm not qualified with during the calendar year annual firearms qualification shall be returned to the Property Management Division immediately.
- C. An employee awaiting delivery of a new or repaired firearm, but otherwise able to satisfy the qualification requirements of this Office Policy, may be issued a loaned firearm of the same make, model, and caliber as the firearm awaited. The employee shall then qualify with the temporary firearm; if successful, the employee may carry it pending receipt of the firearm. Upon receipt of the firearm, and prior to carrying it, the employee shall have it inspected by designated range personnel. Each qualified employee shall also ensure the firearm operates correctly by firing one or more qualification courses on the range. Each firearm so inspected and fired may be carried. The issued and loaned firearm shall be documented in the firearms inventory database by the FTU.
- D. Employees who have been issued a replacement firearm following a critical incident shall qualify with the firearm prior to returning to full duty. The issued firearm shall be documented in the firearms inventory database by the FTU.

- E. Employees who have access to, or have been assigned, an Office owned long gun in the course of their assigned duties, and those who have elected to carry an approved personally owned long gun, shall qualify with both at least once in a calendar year.
 - 1. Personnel who fail to qualify with a long gun shall be prohibited from carrying or using one in the performance of their duties.
 - 2. Personnel who are qualified with both an Office owned and personally owned long gun may be required to surrender their Office owned long gun to the Property Management Division, for the needs of the Office, at the discretion of the FTU.

- F. Any of the following shall constitute a failure to meet firearms qualification requirements:
 - 1. Failure to qualify with the primary service firearm each calendar year.
 - a. Each authorized employee shall be allowed a maximum of three attempts to qualify with their primary service firearm on the designated qualification day. An authorized employee who fails to meet the requirements for qualification with their primary service firearm after three attempts on the day designated for such qualification shall have their authorization to carry a firearm in conjunction with their duties suspended. A deputy or reserve deputy whose authority to carry a firearm has been suspended shall be assigned to administrative duties within their assigned division pending requalification. Off-duty work in a peace officer capacity shall also be prohibited. Off-duty firearm use shall then be limited to those available to a member of the public. Upon failing to qualify with the primary service firearm, an employee is required to immediately notify their supervisor. The FTU shall notify the employee's commander in writing.
 - b. Failure to obtain a minimum score in a third attempt with the primary service firearm shall make attendance at the next remedial course mandatory. The FTU shall assign the employee a date to attend a remedial course to qualify with their primary service firearm.
 - c. Employees who fail to obtain a minimum score during the remedial course shall be enrolled in a second remedial course. The employee shall attend the next available remedial course and qualify with their primary service firearm. The FTU shall notify the employee's commander in writing. A deputy or reserve deputy failing to qualify with their primary service firearm during the initial remedial course shall be reported to AZPOST.
 - d. The names of deputies and reserve deputies who fail to obtain a minimum score during a second remedial course shall be reported to the chain of command for failure to meet standards and shall be subject to disciplinary action, up to and including dismissal from employment, as specified in Office Policy GC-17, *Employee Disciplinary Procedures*.
 - e. Sworn personnel shall be given three attempts to qualify with three other authorized handguns including but not limited to, a secondary handgun with a barrel length of 4-inches or less. Firearm certified detention officers shall be given three attempts to qualify with one secondary handgun with a barrel length of 4-inches or less. All attempts shall be on the designated qualification course and all handguns must be on the Approved Firearms List.

2. Sworn and Firearm Certified Security Officers: Failure to pass a decision-making course each calendar year.
 - a. Sworn personnel and firearm certified security officers who fail to meet the requirements for successful completion of a decision-making course shall be placed on administrative duties not requiring them to carry a firearm.
 - b. The Range Master shall send a Failure Notice memorandum to the employee's chain of command informing them the employee shall not carry a firearm on-duty until they successfully pass the required decision-making course.
 - c. A date for the next fundamental decision-making course will be provided on the Failure Notice memorandum. The employee will receive four hours of remedial training and participate in a second decision-making course.
 - d. The names of deputies, reserve deputies, and firearm certified security officers who fail to pass a second decision-making course shall be reported to the chain of command for failure to meet standards and shall be subject to disciplinary action, up to and including dismissal from employment, as specified in Office Policy GC-17, *Employee Disciplinary Procedures*. Sworn personnel failing to pass their second decision-making course shall be considered to have failed to meet standards to perform the duties of their classification and the failure shall be reported to AZPOST.
3. Firearm Certified Detention Officers: Failure to pass a decision-making course each calendar year.
 - a. Firearm certified detention officers who fail to meet the requirements for successful completion of a decision-making course shall be reassigned a duty post not requiring them to carry a firearm until they successfully pass the remedial decision-making course.
 - b. The Range Master shall send a Failure Notice memorandum to the employee's chain of command informing them the employee shall not carry a firearm on-duty until they successfully pass the required decision-making course.
 - c. A date for the next fundamental decision-making course will be provided on the Failure Notice memorandum. The employee will receive four hours of remedial training and participate in a second decision-making course.
 - d. Firearm certified detention officers failing to successfully pass their required annual decision-making course shall remain assigned to a duty post not requiring them to carry a firearm.
4. Any firearm certified detention officer who fails to show proficiency of their firearm skills, to include but not limited to, firearm safety, basic manipulation of the firearm, demonstration of knowledge of Arizona Revised Statutes and policies regarding use of force, and an inability to demonstrate effective firearms judgmental decision making, may have their certification for carrying a service firearm rescinded. Detention officers assigned to areas of the Office requiring firearms certification, which have their certification rescinded, shall be reassigned to an area not requiring firearms certification.

5. Failure to qualify with the Office authorized long gun each calendar year, as applicable for each assignment. Failure to obtain a minimum score in a second attempt with either firearm shall make attendance at the next available remedial course mandatory.
 6. Failure to initially qualify with a secondary or off-duty firearm, or thereafter, failure to re-qualify annually in the prescribed course of fire. This failure shall suspend the authority to carry the secondary or off-duty firearm.
17. **Modifications and Accessories:** All firearms shall be maintained in a factory condition unless proposed modifications are first approved, in writing, by a FTU Armorer. Following approved modifications, firearms shall be inspected by a FTU Armorer prior to being carried.
- A. **Firearm Magazines:** Magazines used in semi-automatic firearms shall be limited to those made by reputable manufacturers, are approved by the FTU, and shall have a standard law enforcement capacity. Plus-2 magazines are considered standard for law enforcement use. Extended magazines which exceed the limitations below, even when made by the firearm's manufacturer, are not authorized.
 1. The capacity of a pistol magazine which stacks rounds in one straight line shall not exceed eight rounds for a service firearm in .45ACP and ten rounds for a firearm in 9mm.
 2. The capacity of a pistol magazine which staggers rounds shall not exceed twenty rounds of 9mm ammunition.
 3. The capacity of a pistol magazine utilized for the Smith and Wesson M&P firearm in .45 ACP shall not exceed ten rounds.
 4. To ensure proper function of the firearm, it is permissible to download double stack pistol or rifle magazines by only one or two rounds. Single stack pistol magazines may only be downloaded by one round. Employees shall physically verify the load count of their firearm's magazines at the beginning of each shift.
 - B. **Night Sights or Grips:** Night sights or replacement grips may be added without prior approval. However, replacement grips shall not be overly decorative. Care should be taken to select grips which do not impair the function or loading of the firearm.
 - C. **Firearm-Mounted Lights:** Employees may carry and use firearm-mounted lights under the following conditions:
 1. The firearm-mounted light must be approved by an FTU Armorer;
 2. The system must not use batteries larger than three volts;
 3. Employees must qualify with the firearm system, fully configured and operational, prior to use on-duty; and
 4. Under no circumstances will the firearm-mounted light be used when the use of force does not justify pointing a firearm.
 - D. **Pistol- Miniature Red Dot Sights (MRDS):** Employees who desire to carry MRDS may purchase an approved optic and holster for on-duty carry.

1. The FTU is responsible for evaluating and approving the make and model of all MRDS.
 2. Adequate backup front and rear iron sights are required to be installed on a pistol with MRDS and shall maintain the ability to be properly aligned through the optic's window in the event the electric sighting point becomes disabled.
 3. Employees shall not mill, alter, or switch the slides on their Office issued pistol. The FTU is responsible for inspecting and approving the mounting of the optic and the complete setup of the pistol with the MRDS.
 4. The FTU is responsible for inspecting and approving the holster used for the pistol with MRDS.
 5. Prior to carrying a pistol equipped with a MRDS on-duty, employees must successfully complete the Office MRDS training course.
 6. Employees must successfully qualify with their pistol with MRDS during the training course and shall continue to qualify with the pistol with MRDS each calendar year to maintain their authorization.
- E. Long Gun-Holographic Red Dot Sights: Employees may mount holographic red dot sights on the general-purpose long gun only.
1. The FTU is responsible for evaluating and approving the make and model of all red dot sights.
 2. Red dot sights shall be mounted in conjunction with iron sights vertically on the upper rail portion of the long gun. Off-set iron sights are **not** authorized.
 3. Employees choosing to use such sights must have the installation inspected and approved by a FTU Armorer. The range master has final approval on any modifications.
 4. Employees must qualify with the firearm using both sighting systems before carrying the long gun on-duty.
- F. Low Power Variable Optic (LPVO): The LPVO may be authorized for rifles carried by sworn personnel only.
1. The FTU is responsible for inspecting and approving the make and models of all LPVOs and LPVO mounts.
 2. Prior to carrying a rifle equipped with an LPVO, deputies must successfully complete the LPVO training course.
 3. Deputies must successfully qualify with their LPVO during the training course and must continue to qualify with their LPVO every calendar year to maintain their authorization.
 4. Under no circumstances shall a rifle-mounted LPVO be used for visual assessment when the use of force does not justify pointing a firearm. Examples of authorized use of an LPVO include, but are not limited to:
 - a. High risk stops;

- b. Barricades; or
 - c. Building and/or area searches for suspects.
 - G. Prohibited Modifications: Prohibited modifications include, but are not limited to:
 - 1. Non factory compensated, extended compensated barrels, and barrel bushings with compensators;
 - 2. Unauthorized optics;
 - 3. Inappropriate engravings, markings, or symbols;
 - 4. Trigger shoes or custom triggers. Triggers on service pistols and rifles holding and maintaining less than a minimum of four pounds;
 - 5. Shock buffers; and
 - 6. Recoil spring guide rods filled with mercury or hydraulic fluid.
- 18. **Purchase of an Office-Issued Handgun Upon Retirement:** Deputy sheriffs and firearm certified detention officers, retiring with at least 20 years of service, may be eligible to purchase one Office-issued handgun upon retirement. Rifles are not available for purchase. The purchase price will be \$1.00 and may be completed with a personal check, cashier's check, or money order.
 - A. Employees shall meet the following requirements in order to be eligible to purchase their Office-issued handgun upon retirement:
 - 1. Be a member of the Arizona State Retirement System, the Elected Officials' Retirement Plan, the Public Safety Personnel Retirement System, or the Corrections Officer Retirement Plan;
 - 2. Be a compensated deputy sheriff or detention officer;
 - 3. Be firearm certified for a minimum of 10 years prior to retirement;
 - 4. Possess and be certified to carry the requested handgun; and
 - 5. Must not be a prohibited possessor, as specified in ARS 13-3101, or the subject of a court order prohibiting possession of a firearm.
 - B. Employees who desire to purchase their Office-issued handgun shall include their request in the appropriate *Intent to Retire Form* submitted to their immediate supervisor, as specified in Office Policy GC-15, *Retirements, Resignations, and Separations*. The request to purchase the Office-issued handgun shall include the following:
 - 1. Employee name, date of birth, and serial number;
 - 2. Retirement date;
 - 3. Handgun information as physically verified by the employee (make, model, serial number);

4. Date employee became firearm certified;
 5. Date employee first qualified with the handgun; and
 6. Date employee last qualified with the handgun.
- C. Upon receipt of the *Intent to Retire Form*, the employee's supervisor shall complete the following:
1. Review the *Intent to Retire Form* to ensure all the required information has been included and verified;
 2. Physically verify the make, model, and serial number of the handgun with the employee; and
 3. Submit a records check request by e-mail to the Criminal Records Section, of the Records and AFIS Division, to ensure the employee is not a prohibited possessor, as specified in ARS 13-3101, or the subject of a court order prohibiting possession of a firearm.
 - a. The records check request must contain the information required in the *Intent to Retire Form* to include the employee's name, date of birth, and serial number.
 - b. The records check request shall be submitted by the employee's supervisor through e-mail to the Criminal Records section personnel at the e-mail address: [REDACTED].
 - c. Upon completion of the records check, the Criminal Records Section personnel shall advise the requesting employee's supervisor of the results of the records check by e-mail.
 4. The supervisor shall ensure all documentation and criteria for purchase has been met.
 - a. The supervisor shall indicate the results of the records check on the *Intent to Retire Form* prior to forwarding through the chain of command.
 - b. The supervisor shall ensure the employee's *Intent to Retire Form* is completed and forwarded through the chain of command to the division commander. The retiring employee's division commander shall review, sign, and immediately route the *Intent to Retire Form* to the Human Resource Services Division Commander or designee.
- D. Upon receipt of the *Intent to Retire Form*, the Human Resource Services Division will review and forward the form for processing, as specified in Office Policy GC-15, *Employee Resignations, Retirements and Separations*.
1. If the employee's request to purchase their Office-issued handgun is approved, the Human Resource Services Division shall send a copy of the signed *Intent to Retire Form* to the Financial Services Division, the Training Division, and the Property Management Division for notification of handgun purchase approval.
 2. If the final determination regarding the employee's approved *Intent to Retire Form* request is received by the Human Resource Services Division on or after the employee's retirement date, the employee shall be verbally informed of the handgun purchase approval by the Property Management Division.

- a. Upon notification of the handgun purchase approval, the employee shall be given 30 business days to complete the purchase at the Property Management Division.
 - b. If the purchase is not completed within 30 business days from notification of the handgun approval, the handgun will no longer be available for purchase and shall be returned to the Property Management Division inventory.
 - E. The employee shall report to the Property Management Division with the unloaded handgun, Monday through Thursday, 0900-1600, to complete the purchase.
 - 1. Once the handgun purchase is processed by the Property Management Division, a receipt shall be issued to the employee.
 - 2. The Property Management Division shall provide the Training Division with a transfer receipt through e-mail by the next business day.
 - F. The Property Management Division and the Training Division shall document the purchase of the handgun and remove the handgun from their respective firearms inventory databases.
19. **Storage of Office Owned Firearms and Ammunition at Office Facilities:** In order to provide for the security of Office owned firearms and ammunition, the following standards shall be followed:
- A. Firearms and ammunition shall be stored in secure, cool, and dry area where there is no public access.
 - B. A secure area in the building should be dedicated to firearms and ammunition storage. Access to this area should be limited to only those personnel who require it.
 - C. Firearms and ammunition should be secured in a safe or lockable storage.
 - D. Division and unit commanders are responsible for the inventory of their assigned firearms and ammunition. Commanders may add any necessary procedures to their operations manuals in order to safeguard their assigned firearms and ammunition, and to establish expectations for the issuance and return of firearms by Office employees.
20. **Office Armories:** The Office maintains four armories.
- A. The SWAT Division armory is administered by TOU. This armory is a restricted area, and access is limited to the Sheriff, the bureau chief, SWAT Division Commander, and TOU personnel. This armory contains weapons and equipment used by TOU required for emergency operations. Employees entering the armory, other than designated command employees, shall be accompanied by TOU employees. Anyone entering the armory shall sign in and out, and sign for all equipment removed and returned on the log provided inside the armory.
 - B. The Special Response Team Division armory is administered by SRT. This armory is a restricted area, and access is limited to the Sheriff, the bureau chief, SRT Division/Unit Commander, and SRT personnel. This armory contains weapons and equipment used by SRT for emergency responses to Office jail facilities. Employees entering the armory, other than designated commanders and SRT personnel, shall be accompanied by an SRT employee. Anyone entering the armory shall sign in and out, and sign for all equipment removed and returned on the log provided inside the armory.

- C. The FTU armory stores equipment to include ammunition, special weapons, emergency issue firearms, and a limited quantity of Office owned long guns and less lethal shotguns for training purposes only. The emergency issue firearms are available on short term loan to an employee temporarily without a firearm for such reasons as the theft of their own firearm, having to surrender it for a shooting investigation, or the need for a specialized weapon in a new assignment. In an emergency, the Firearms Training Range Commander or Range Master may be contacted through the Communications Division Supervisor. Armory access is limited to FTU employees. All firearms issued or returned according to this section shall be documented in the firearms inventory database by FTU personnel.
- D. The Property Management Division armory accepts, stores, and issues Office owned firearms to deputies and firearm certified employees in the Office. Armory access is limited to Property Management Division employees. All firearms from this armory shall be issued, exchanged, or returned under the direction of the employee's chain of command, the PSB, or the FTU. Employees requesting issuance of an Office owned firearm shall submit a memorandum through their chain of command requesting approval. Upon approval from the Office Range Commander, the Property Management Division shall issue a firearm, if available, which conforms to the needs of the employee. All firearms issued or returned according to this section shall be documented in the firearms inventory database by Property Management Division personnel.

21. Accountability and Management of Office Firearms:

- A. The purchase of new Office firearms by any division shall follow procedures, as specified in Office Policy GE-1, *Supply Requisition, Procurement, and Inventory*. All Office purchased firearms shall be delivered directly to the Property Management Division for input into the firearms inventory database. Any firearms issued according to this section shall be issued from the Property Management Division.
 - 1. All new firearms inputted into the firearms inventory database shall include the following:
 - a. The date of physical receipt; and
 - b. The specific identification of the firearm such as the serial number and a description of the firearm.
 - 2. All new firearms shall be initially assigned to the Property Management Division in the firearms inventory database. Any firearms issued according to this section shall be issued from the Property Management Division.
- B. All unassigned Office owned firearms shall be stored, managed, and issued by the Property Management Division and as specified in this Office Policy. All Office owned and personally owned firearms used in the performance of Office duties shall be documented in the firearms inventory database maintained by the Property Management Division and MCSO Range personnel. Any adjustments made to the firearms inventory database during a physical inventory count shall be made by the Property Management Division.
- C. All Office owned firearms stored in divisions other than the Property Management Division and the Range shall be assigned to the respective commander of the division. All Office owned firearms stored, issued, and managed in these areas shall be recorded in the firearms inventory database by the Property Management Division.

- D. Any transfer, issue, return, or purchase of Office owned firearms shall be documented and updated in the firearms inventory database by the Property Management Division. However, other limited database updates may be performed by other authorized personnel, as specified in this Office Policy.
 - 1. Upon separation of service from the Office, employees shall return any Office-issued firearms, special purpose weapons, and ammunition to the Property Management Division. Employees who carried an approved personally owned firearm in the course of their duties shall return any Office-issued ammunition to the Property Management Division. Eligible employees may elect to purchase their Office-issued handgun upon retirement, as specified in this Office Policy.
 - 2. Property Management Division personnel shall update the firearms inventory database.
- E. Inventory Reconciliation: Random and unannounced Inventory Reconciliation of Office owned unassigned firearms shall be conducted by the Bureau of Internal Oversight (BIO) at least annually, using a standardized methodology process which includes identifying a random sample for the purpose of verification of the inventory of unassigned firearms, verification of descriptive information, and serial numbers. The Property Management Division Commander shall conduct internal Inventory Reconciliation of all Office owned unassigned firearms stored at the Property Management Division at least quarterly, and anytime a supervisor is transferred out of the Property Management Division.
 - 1. Any missing firearms discovered during an Inventory Reconciliation, shall be reported to the Sheriff or designee.
 - 2. All reported missing firearms discovered during a firearms Inventory Reconciliation shall be investigated by the Professional Standards Bureau (PSB), as specified in Office Policy GH-2, *Internal Investigations*.
- 22. **Firearms Reference Collection:** The Firearms Laboratory Unit of the Scientific Analysis Division maintains a Firearms Reference Collection within the Firearms Laboratory Unit. The Firearms Reference Collection consists of several working firearms of various manufacturers and calibers to be used for forensic testing.
 - A. Unless expressly authorized by the Scientific Analysis Division Commander, firearms in the Firearms Reference Collection are only to be handled by trained firearms examiners assigned to the Firearms Laboratory Unit in the performance of their duties. The care and maintenance of these firearms is the responsibility of the Firearms Laboratory Unit Supervisor or designee.
 - B. BIO shall conduct an Inventory Reconciliation of the Firearms Reference Collection annually. The firearms in the Firearms Reference Collection shall be recorded in the firearms inventory database and the Property and Evidence/QueTel System.



GC-23, Firearms
APPROVED FIREARMS LIST
Attachment A
 Effective Date: 02/29/24



Semi-Automatic Pistols

CALIBERS

9mm
45acp

| | | | |
|---|---------------------------------|--|---|
| KAHR All models in approved calibers | RUGER 1911 Series | SMITH & WESSON M&P Pistols 1911 Series | CZ-USA P-10 series |
| COLT 1911 Series, excluding Gold Cup | KIMBER 1911 Series | SIG SAUER 1911 Series P320, P365 | STACCATO (STI) 1911 Series P, C, C2, CS |
| GLOCK All models in approved calibers | NIGHTHAWK 1911 Series | SPRINGFIELD Striker-fired pistols, EMP 1911 Series, Hellcat, Echelon | WILSON COMBAT 1911 Series Exterior, EDCX9, SFT9, SFX9 |

Rifles/Carbines

| | |
|--|--|
| VARIOUS MFGS AR-15 Caliber - .223 Caliber - 5.56 | VARIOUS MFGS AR-10 Caliber - .308 |
|--|--|

Note:

1. Primary service firearm must have a barrel length of four inches or greater. A firearm with a barrel length of less than four inches is used for non-uniformed, off-duty, or as a secondary firearm only.
2. Triggers on service pistols and rifles shall hold and maintain a minimum of four pounds.
3. 357 Sig. Caliber Ammunition: When the Office ammunition supply is exhausted, the 357 Sig caliber will no longer be authorized.
4. 1911 Series Handguns: Effective July 1, 2018, Office employees shall not be authorized to qualify or carry a 1911 series handgun unless they have successfully qualified with a 1911 prior to this date. All Office employees who have successfully qualified and shown proficiency with the 1911 prior to July 1, 2018, must also successfully qualify and show proficiency with their 1911 on an annual basis.
5. Rifle/Carbine Handgun Calibers: Rifle/Carbine handgun calibers are not authorized.