

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: APA Firearms Policy	PAGE 1 of 15
	NUMBER: 104-TAW-01
RULE/CODE REFERENCE: ORC 5149.05, AR 5120:1-1-17	SUPERSEDES: 104-TAW-01 dated 04/08/15
RELATED ACA STANDARDS: 4-APPFS-3A-21; 4-APPFS-3A-22 4-APPFS-3B-01 thru 3B-06	EFFECTIVE DATE: January 11, 2016
	APPROVED:

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code §5120.01 which delegates to the Director of the Department of Rehabilitation and Correction authority to manage all Divisions and Institutions of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish the standards, rules, and procedures concerning the oversight, issuance, carrying, use, safety, and maintenance of firearms by officers and employees of the Adult Parole Authority (APA) pursuant to all applicable sections of the Ohio Revised Code.

III. APPLICABILITY

This policy applies to employees of the Adult Parole Authority, especially staff who carry firearms in the performance of their duties.

IV. DEFINITIONS

Annually - A 12-month period.

APA 40-Hour Basic Firearms School - The centralized, introductory firearms training as provided by the Corrections Training Academy (CTA) based upon agency needs, the Department of Rehabilitation and Correction (DRC) standards, and the standards of the Ohio Peace Officer Training Commission (OPOTC).

Carry – Wearing state issued or approved personal firearm and authorized ammunition.

Certified in Firearms - The meeting of all statutory requirements to carry a firearm in addition to the satisfactory completion of the OPOTC 40-Hour Basic Firearms School, an acceptable score on the defensive tactics and subject control (DT/SC) initial proficiency test along with subsequent annual proficiency demonstrations with acceptable scores in firearms and DT/SC for purposes of recertification.

Concealed Firearm- A firearm that is not visible or likely to become visible to any person.

Enterprise Information Management (EIM) - The site on the Department intranet commonly called the “dashboard,” that contains a variety of data collection and reporting tools for Department staff, including the special incident reporting application.

Firearm Armorer - A certified firearm instructor trained in firearm armorer duties by an approved firearm manufacturer or approved firearm manufacturer representative and authorized by the CTA Training Supervisor to inspect, repair, service, and maintain DPCS firearms.

Firearms Instructor - Any DRC employee who is currently certified by DRC or OPOTC to train employees in the use of firearms. Pursuant to OPOTC standards, only OPOTC certified Basic Firearms Instructors may conduct the APA 40-Hour Basic Firearms School. Those certified by OPOTC to conduct recertification sessions annually may lead said sessions. DRC staff who have been recognized as firearms instructors, but not otherwise certified as such by OPOTC, may serve as range safety officers.

Proficiency - The ability, using the approved/authorized firearm, to shoot the course of fire promulgated by the Ohio Peace Officer Training Commission for use by the Corrections Training Academy, to receive a passing score, to successfully demonstrate the proper firearm grip, stance, sight alignment, pass the proficiency evaluation, and to handle a firearm in a safe manner.

Recertification or Requalification – An annual training program, approved by the Corrections Training Academy, in consultation with OPOTC, consisting of the satisfactory compliance with safety standards, agency policies and firearms proficient test, occurring after the satisfactory completion of the APA 40-Hour Basic Firearms School. Every firearms certified staff member must successfully complete said training annually.

Revocation of Authorization - Temporary cancellation/suspension of an employee’s firearm authorization.

Unannounced Equipment Inspections - Inspections to determine if all employees who are authorized to carry firearms and who have received DPCS Pepper Spray training have the following: handcuffs, pepper spray, agency identification, badge, and firearm (fully loaded, a minimum of two (2) additional fully loaded revolver speedloaders or two (2) fully loaded semiautomatic pistol magazines, all with state-issued duty ammunition), if authorized to carry.

Unconcealed Firearm – A firearm that is visible or likely to be visible to any person.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that the Division of Parole and Community Services shall establish and closely monitor the strict firearm requirements and standards governing use of force/use of force continuum, firearm use, firearm safety, firearm eligibility, firearm instructors, firearm authorization, firearm access, and safety equipment/supplies.

VI. PROCEDURES

A. Authorization

1. No employee shall be authorized to carry a firearm if prohibited by federal, state, or local law. This includes, but is not limited to, any employee who is drug dependent, in danger

of drug dependence or chronic alcoholic as set forth in section 2923.13 of the Ohio Revised Code or is determined by physician or licensed psychologist or psychiatrist to be incapable of safely carrying, handling, or having control of a firearm while performing official duties.

- a. An employee receiving mental health services, taking a prescribed mind-altering medication, or otherwise under the care or treatment of a physician, licensed practitioner, licensed psychologist or psychiatrist for a medical, mental health or substance abuse condition/problem shall report the medication or nature of the care and/or treatment to the immediate supervisor at such time as the medication is prescribed or provided and/or the care and/or treatment begins.
 - b. Consistent with law with respect to such disclosure and to safeguard such information, the immediate supervisor shall, in turn, report it to the Parole Services Regional Administrator or Parole Board Chair. The employee may be required to obtain a statement from the employee's attending physician or treatment provider which indicates that the employee is capable of safely carrying, handling, and having control of a firearm while performing official duties. If a State paid or contracted physician or treatment provider and an employee's private physician or treatment provider both evaluate the employee, the State paid or contracted physician or treatment provider's opinion shall take precedence in deciding whether the employee shall be authorized to carry a firearm.
 - c. The Chief of the Adult Parole Authority or designee shall review all medical and/or treatment documentation submitted in consideration of firearm authorization.
2. An employee may be authorized to carry more than one type of approved firearm; however, the employee shall carry only one approved firearm at a time while performing official duties. Employees authorized to carry more than one type of approved firearm shall declare which firearm is to be their primary weapon.
 3. Employees are not authorized to carry their state issued firearm or any state issued firearm-related equipment while performing any outside employment duties.
 4. Possession of a valid concealed carry weapon license or permit, issued pursuant to Ohio's or another state's concealed handgun law, does not authorize an employee to carry a personal firearm or any personal firearms-related equipment while performing official duties.
 5. In addition to the above requirements, parole officers hired on or after October 1, 2002 must receive approval on the Physician's Statement (DRC1481) prior to receiving authorization to carry a firearm.

B. Firearms Access

1. All employees authorized to carry a firearm shall wear their authorized firearms at all times during the normal workday with the exceptions under B.5.
2. Firearms shall be fully loaded with state-issued duty ammunition at all times. Authorized employees shall also carry an additional minimum of two (2) and a maximum of four (4)

fully loaded speedloaders for revolvers, or a minimum of two (2) and a maximum of four (4) fully loaded magazines for semiautomatic pistols, all with state-issued duty ammunition, the appropriate DRC employee identification card, badge and handcuffs. In addition, authorized employees must carry their pepper spray.

3. When an employee is in an area where carrying a firearm is prohibited, the employee shall, with the prior approval of the immediate supervisor, store their firearm and firearm-related equipment/supplies secured and out of view in a locked file cabinet in their office or their motor vehicle. If the weapon is secured in a motor vehicle, it must be secured in a state-issued vehicle lock box. Employees may secure their weapon in their vehicle during non-business hours in a state-issued vehicle lock box. Employees are not permitted to secure their weapon in their vehicle overnight without prior approval from their Parole Services Regional Administrator. If approval is granted, the weapon must be secured in a state-issued vehicle lock box.
4. An employee shall not leave the state issued firearm or firearm related equipment/supplies in an office overnight or during non-business hours regardless of how the firearm is secured.
5. The following are exceptions to an employee wearing a weapon while on duty:
 - a. If a court, other law enforcement agency, custody facility, or community based correctional facility or halfway house prohibits the carrying of the firearms at certain locations (e.g. courtrooms, secure areas of a law enforcement complex, specific areas of a facility, etc.).
 - b. If the employee attends a meeting, conference, training, seminar or workshop away from the normal worksite for a full day or more where a firearm is inappropriate and/or unnecessary.
6. Authorized firearms may be worn while off duty. If an authorized firearm is worn while off duty, the firearm shall be worn fully concealed and worn in conjunction with an employee identification card, badge, and handcuffs. If an authorized firearm is worn while off duty, employees are strongly encouraged to wear body armor and all equipment identified in Section VI.B.2 of this policy. Employees shall use good judgment, common sense, and discretion in carrying authorized firearms while off-duty. Employees shall comply with all applicable laws and ordinances.
7. An employee shall never carry a firearm while under the influence of intoxicants or a mind-altering substance.
8. When officers are off duty and not carrying, the officer shall store his/her state issued or authorized firearm at their dwelling including, but not limited to, a parent's residence, significant other's residence, hotel, etc.
9. When officers are reporting to an institution and/or prison grounds for the workday, he/she shall secure his/her state issued or authorized firearm and safety equipment in their vehicle in a state-issued lock box, or at the institution's approved lockable storage containers, or at

their dwelling including, but not limited to, a parent's residence, significant other's residence, hotel, etc.

10. Unless an employee is attending a firearms training class, an employee conveying firearms and/or ammunition onto the grounds of the Corrections Training Academy must immediately report to a CTA supervisor upon arrival at CTA so that the firearms and/or ammunition can be appropriately secured in the CTA arsenal. When attending a firearms training class at CTA, employees shall not remove any firearms, ammunition, speedloaders or magazines from the CTA range area without the express permission of the firearms instructor and/or CTA supervisor.
11. When not conducting planned field work, Parole Services Regional Administrators have the discretion to carry, at a minimum, a firearm, fully loaded with state-issued duty ammunition, DRC employee identification, and an APA badge.

C. Unannounced Equipment Inspections

1. The Parole Services Regional Administrator shall order an annual unannounced equipment inspection in each region to include APA transport staff and the Parole Board Parole Officers to determine whether employees have the appropriate equipment.
 - a. The equipment inspection shall consist of the following: handcuffs, pepper spray, agency identification, badge, and firearm (fully loaded, a minimum of two (2) additional fully loaded revolver speedloaders or two (2) fully loaded semiautomatic pistol magazines, all with state-issued duty ammunition), if authorized to carry.
 - b. To ensure all firearms safety, rules, procedures, and precautions are followed, the inspections shall be conducted by a firearms instructor and/or CTA training staff member under the supervision of one or more exempt employees. The exempt employee can assist with the inspection of the handcuffs, pepper spray, agency identification, badge and any other non-firearm issued equipment.
 - c. During the course of the inspection, employees authorized to carry a firearm shall be inspected to determine if they have one of the fully loaded firearms they are authorized to carry, a minimum of two (2) additional fully loaded revolver speedloaders or two (2) fully loaded semiautomatic pistol magazines, handcuffs, the DRC employee identification card, APA badge, and immediate access to the approved pepper spray.
2. Additional unannounced equipment inspections may be initiated at any time by a Unit Supervisor, Parole Services Regional Administrator, or Chief of the APA/designee.
3. The results of all equipment inspections shall be documented on the APA Firearm, Pepper Spray & Other Safety Equipment Inspection Form (DRC3473) and provided to the Parole Services Regional Administrator, Parole Board Chair, Investigations Coordinator, and Chief of the APA/designee. Employees who fail to meet all criteria of the equipment inspection shall be referred for investigation which may result in discipline.

D. Maintenance of Firearms

1. Employees authorized to carry firearms shall receive routine training in the care, cleaning, and maintenance of firearms. Authorized employees shall be responsible for caring for and maintaining the firearm so as to ensure the firearm is properly cleaned and fully operable.
2. Firearm instructors shall inspect each employee's firearm and holster at least two (2) times per year during firearms training and more frequently if deemed necessary to determine if the equipment is clean and functioning properly.
3. If an employee suspects that a firearm is not functioning properly, the employee is responsible for arranging to have the firearm inspected by a firearms instructor who may recommend the firearm be serviced by a firearm armorer.
4. Repair of personal weapons is the employee's responsibility.
5. Firearms issued by the DPCS, which become inoperable, unsafe, or in need of repair shall be reported to CTA utilizing an Incident Report (DRC1000). The Parole Services Regional Administrator, and Chief of the APA/designee, shall likewise be notified on this report. Upon receipt of the Incident Report, the CTA Training Supervisor shall identify an armorer in close proximity to the weapon to evaluate/repair the weapon.
6. If resources permit, a replacement DPCS firearm maintained within the Regional APA office, shall be issued to any authorized employee who has a firearm that becomes inoperable, unsafe or in need of repair. The employee need not recertify with the replacement firearm if the replacement firearm is comparable in make and model to the original firearm. The issuance of a replacement weapon shall be the responsibility of the Parole Services Regional Administrator/designee. Information regarding the replacement weapon's serial number and the status of the weapon being taken out of service shall be reported to the CTA Superintendent.
7. No modifications shall be made to any DPCS firearm by an employee, except for the replacement of grips, and then only with the approval of a firearms instructor. In the event a staff member seeks to modify a State Issued or approved duty weapon, a modification request shall be submitted to the CTA Superintendent after securing approval from the Parole Services Regional Administrator using the Firearms Modification Request form (DRC1234). The request shall be reviewed by a CTA Armorer and a written response shall be provided to the employee regarding the modification decision.
8. An employee shall consult with a firearms instructor before modifying or allowing another individual to modify a personal firearm. Any unsafe modification discovered during an inspection by a firearms instructor shall be reported by the firearms instructor to the employee's supervisor, Parole Services Regional Administrator or Parole Board Chair. An unsafe modification to a personal firearm may result in revocation of the employee's authorization.

E. Display or Pointing of Firearms and Related Equipment

1. Inappropriate display or use of firearms and equipment that is inconsistent with professional behavior and/or behavior that constitutes violations of the DRC Employee Standards of Conduct shall not be tolerated and could result in revocation of the employee's authorization.
2. The pointing of a firearm at or towards another individual is appropriate only when the employee has a reasonable belief his or her life or the life of others may be in danger, or the threat of serious bodily harm to self or others. Firearms may only be utilized in compliance with Department Policy 104-TAW-02, APA Use of Force, and Administrative Regulations 5120:1-1-37, Authority to Carry Firearms, and 5120:1-1-39, Use of Force.

F. Firearms Concealment/Unconcealment

1. When firearms are worn on duty, they may be worn concealed or unconcealed. APA authorized staff may wear their firearms unconcealed when on duty and performing official APA functions. However, there may be specific circumstances when wearing a firearm unconcealed is not in the best interests of the offenders, the public, fellow employees, other law enforcement agencies or DRC and the Unit Supervisor or Parole Services Regional Administrator may require the wearing of the firearm in a concealed manner consistent with this policy.
2. When the firearm is worn unconcealed:
 - a. Employees must wear their body armor at all times with the exception of being in the office
 - b. Employees must wear their badge in a location clearly visible to anyone, such as on a belt or a lanyard around the neck.
3. When the firearm is worn concealed:
 - a. Employees must wear body armor while conducting official APA field work to include:
 - i. Home visits
 - ii. Arrests
 - iii. Placements
 - iv. Employment Visits
 - v. Offender Transports
 - b. Employees are not required to wear body armor while conducting business in the following types of locations:
 - i. Jails/Lockup Facilities
 - ii. Courthouse
 - iii. Office

G. Reporting Requirements

1. Whenever an employee points the firearm at an offender or a citizen, the employee shall immediately notify his or her supervisor and complete by the end of the work day and

distribute all the necessary written incident reports pursuant to Department Policy 01-COM-08, Incident Reporting and Notification, and Department Policy 104-TAW-02, APA Use of Force. Should the incident occur during an APA firearms training session, the employee shall follow the instructions of the firearms instructor with regards to reporting the incident.

2. Except during APA firearms training sessions, whenever an employee discharges a firearm, either accidentally or in the performance of agency duty, or whenever an employee is fired upon by another individual, the employee shall verbally contact and notify the immediate supervisor and shall complete and submit an Incident Report (DRC1000) by the end of the work day pursuant to Department Policy 01-COM-08, Incident Reporting and Notification.
 - a. Upon being verbally notified by the employee, the employee's supervisor shall immediately notify the Parole Services Regional Administrator or Parole Board Chair and, depending upon the severity of the incident, the Parole Services Regional Administrator may in turn notify the Chief of the APA/designee, Investigations Coordinator and the Communications Chief.
 - b. As a follow-up to the initial verbal and written notification, a Special Incident Report shall be completed in Enterprise Information Management (EIM) within one (1) business day pursuant to Department Policy 104-TAW-02, APA Use of Force and Department Policy 01-COM-08, Incident Reporting and Notification.
 - c. Any discharge of a firearm by an employee in the performance of agency duty, except discharges that occur during any APA firearms training session, shall result in referral to the Investigations Section.

H. Warning Shot

A warning shot is NEVER permitted under any circumstances.

I. Complaints Regarding Display or Use of Firearms

Upon receiving any verbal or written complaint concerning the inappropriate display, pointing, or use of a firearm by an employee, the supervisor shall immediately notify the Investigations Coordinator, the Parole Services Regional Administrator, or Parole Board Chair, and proceed as directed by the Investigations Coordinator. As a follow-up to the initial verbal notification, a Special Incident Report shall be completed in EIM pursuant to Department Policy 01-COM-08, Incident Reporting and Notification.

J. Lost/Stolen Firearms

1. In the event an authorized firearm becomes lost or stolen, the employee shall immediately:
 - a. Report the theft or loss to both the local post of the Ohio State Highway Patrol and the local police or sheriff's office. The report shall include the firearm's serial number, details of the loss or theft, person discovering the loss or theft, etc.

- b. Notify the immediate supervisor, who shall immediately notify the Parole Services Regional Administrator or Parole Board Chair. The Parole Services Regional Administrator or Parole Board Chair shall, in turn, notify the appropriate DPCS staff such as the Investigations Coordinator.
 - c. Submit an Incident Report (DRC1000) by the end of the work day pursuant to Department Policy 01-COM-08, Incident Reporting and Notification, to the Chief of the APA with distribution to the appropriate APA and DPCS administrators.
2. If it is found that a DPCS firearm or any firearm-related equipment were lost or stolen due to an employee's negligence or carelessness, the employee shall be responsible for reimbursement of the firearm or equipment as determined by the Chief of the APA/designee and the Investigations Coordinator.

K. Revocation and Termination of Authorization to Carry a Firearm

1. All authorizations to carry a firearm terminate annually.
2. Failure to maintain firearm proficiency and retain firearm authorization shall result in immediate revocation of authorization to carry a firearm, as outlined in Department Policy 39-TRN-15, APA Firearms Training.
3. The Chief of the APA/designee, the CTA Superintendent, Parole Services Regional Administrator, Investigations Coordinator, Parole Board Chair or Unit Supervisor, acting in consultation with the Parole Services Regional Administrator, may temporarily revoke an employee's authorization to carry a firearm for good cause. Allegations of non-compliance with the provisions of this policy, Department Policy 104-TAW-02, APA Use of Force, other policies or allegations of a violation of the DRC Standards of Employee Conduct can result in temporarily revoking a firearm authorization and reporting of the revoking action to the Investigations Coordinator for review or investigation. Examples of such non-compliance or allegations of violations may include, but are not limited to, the following:
 - a. Improper use of a firearm, pepper spray, or other safety equipment;
 - b. Engaging in unsafe behavior with a firearm, pepper spray, or other safety equipment;
 - c. Damaging a firearm or other safety equipment by negligence, carelessness or abuse or otherwise altering, or inappropriately or unsafely modifying a firearm or safety equipment;
 - d. Being suspended, terminated, or placed on administrative leave pending the results of a criminal or administrative investigation;
 - e. Carrying a firearm on duty for which there is no current authorization;
 - f. Documented (including employee self-admission) serious physical impairment; drug/alcohol use/abuse or dependency; emotional problems which impair judgment, including stress; use of a medication prescribed by a physician that could impair judgment, or a report from an attending physician, mental health professional or other treatment provider indicating that the employee not capable of performing job duties-;
 - g. Using a DPCS firearm or other safety equipment for non-DRC duties (e.g. private security work, law enforcement work, HB 12 "Concealed Carry" training, etc.);
 - h. Inappropriate or improper or excessive use of force; or

- i. Failure to attend announced and scheduled safety training, including DTSC, pepper spray, field tactics or any firearms training/recertification training sessions, without the documented approval of the immediate supervisor and/or Parole Services Regional Administrator or Parole Board Chair.
4. When an authorization is revoked, written notice, including the reasons for the revoking action, shall be provided to the employee by the Parole Services Regional Administrator, Parole Board Chair or appropriate designee. In addition, the employee's immediate supervisor shall meet personally with the employee and tell the employee not to carry a firearm or any firearm-related equipment while performing official APA duties until such time as instructed otherwise.
 - a. If the employee is authorized to carry a firearm issued by the DPCS, the DPCS firearm and related equipment must be surrendered by the employee to the immediate supervisor who, in turn, shall complete the Equipment Issue & Retrieval Documentation Form (DRC3143) documenting the exchange and secure and store the firearm and related equipment in an appropriate safe manner until such time as the firearm and related equipment can be turned over to a Parole Services Regional Administrator/designee.
 - b. If the employee is authorized to carry a personal firearm, the employee shall be instructed by the immediate supervisor to immediately take the personal firearm and related equipment home to secure; however, the employee shall surrender the DPCS duty ammunition and the immediate supervisor shall document the exchange on the Equipment Issue & Retrieval Documentation Form (DRC3143).
5. The administrator or supervisor who temporarily revokes an employee's firearm authorization must immediately report the action to the Investigations Coordinator who shall assign the matter to review within thirty (30) calendar days. The Investigations Coordinator shall submit a written report and recommendation to the Chief of the APA who shall make a decision concerning the employee's authorization and any further action that should be taken.
6. No attempt shall be made to confiscate a firearm or firearm-related equipment from an employee who appears unstable or under the influence of any drug or alcohol without securing the immediate assistance of a law enforcement agency. Except in emergencies, other employees shall not be asked or instructed to assist in confiscating a firearm or firearm-related equipment from another employee who appears to be unstable or under the influence of any drug or alcohol.
7. Firearms and/or firearm-related equipment confiscated from an employee as a result of a temporary revocation of a firearm authorization shall be locked in a secure area by the Parole Services Regional Administrator or designee. All equipment issued to an APA employee or confiscated/retrieved from an APA employee shall be documented by the Managing Officer/designee with the Equipment Issue & Retrieval Documentation Form (DRC3143). Copies of the completed form shall be retained by the employee's supervisor and the regional staff member responsible for maintaining the region's OAKS Inventory.

8. When a firearm authorization is temporarily revoked, it shall only be restored by the Chief of the APA/designee, who may restore the authorization with specific conditions that must be met by the employee to maintain the firearm authorization. If the employee's annual authorization lapsed during the period of revocation, the employee must take the necessary steps to secure recertification as per the procedures outlined in this policy.
9. A decision by the Chief of the APA/designee to indefinitely revoke or terminate an employee's firearm authorization shall be communicated to the employee in writing and shall result in cancellation of the employee's risk supplement pay.
10. Carrying any unauthorized firearm while on duty shall result in the cancellation of the employee's authorization and risk supplement by the Chief of the APA/designee and referral to Investigations.

L. Protective Vests / Body Armor

Staff authorized to carry firearms are required to wear the vests/body armor during all firearm training sessions and as outlined in section F 2 & 3 of this policy. The wearing of vests/body armor in the office setting is encouraged but not mandatory.

M. Exceptions to Carrying Firearm Requirement

1. If requested in advance, an employee may request their attendance at firearms training or carrying their firearm be temporarily waived when a specific conditions exists that may hinder the proper carrying or handling of a firearm and upon submitting appropriate documentation to the immediate supervisor (e.g. documentation of an injury or medical condition; documentation of prescribed mind altering medications, documentation from a qualified professional that the employee should not handle a firearm, etc.).
2. The immediate supervisor, with the approval of the Parole Services Regional Administrator or Parole Board Chair, has the authority to waive the carry requirement for a period not to exceed ninety (90) calendar days. If a waiver is granted, the Parole Services Regional Administrator must notify the CTA Training Supervisor, and Chief of the APA/designee. If a waiver is granted for a Parole Board Parole Officer, the Parole Board Chair must notify the Chief of the APA/designee. Risk supplement pay shall not be impacted by the waiver.
3. If an exception to the attendance at firearms training or carrying a firearm is likely to cause the employee to exceed his/her certification period by more than ninety (90) calendar days, the employee shall submit the appropriate documentation to the immediate supervisor outlining the basis for not attending the training. The supervisor shall submit a copy of the documentation to the Managing Officer/ Parole Services Regional Administrator and CTA Training Supervisor.
4. The Managing Officer or designee shall forward the documentation and a recommendation to the Chief of the APA/designee, who shall review the material and take that appropriate action, which may include extending the employee's firearm authorization with specific conditions or revoking the firearm authorization and terminating the employee's risk supplement pay. In any event, the employee shall be notified in writing of the Chief of the APA/designee's decision.

5. Any other exceptions to this policy must be approved by the Chief of the APA/designee.

Attachments:

Appendix A FY 2015 Approved List of Firearms & Firearm Related Equipment

Related Department Forms:

Incident Report	DRC1000
APA Firearm Weapons Form – Duty Approved & Certified to Carry List	DRC1052
APA Firearm Modifications Request	DRC1234
Physician’s Statement	DRC1481
Equipment Issue & Retrieval Documentation Form	DRC3143
APA Firearm, Pepper Spray & Other Safety Equipment Inspection Form	DRC3473

Appendix A

FY 2016 Approved List of Firearms & Firearm-Related Equipment

The APA Firearms Policy, 104-TAW-01, requires a list of firearms, ammunition, holsters and speedloaders/magazines approved for firearm authorized staff members to be provided to APA staff. DRC Policy 39-TRN-15 explains the process by which basic firearms and requalification training shall be conducted.

- **Firearms - Revolvers:** In addition to the Smith and Wesson revolver issued by the Division, staff authorized to carry a firearm are approved to carry any personal .38 or .357 Smith and Wesson model revolver with a barrel length of 4" or less or any personal .38 or .357 Ruger model revolver with a barrel length of 4" or less.
- **Firearms - 9mm Semiautomatic Pistols:** Staff authorized to carry a firearm are approved to carry all previously approved personal 9mm Smith and Wesson semiautomatic pistols and 9mm Glock semiautomatic pistols to include Models 17, 19, 26 and 34.
- **Firearms - .40 Smith and Wesson Semiautomatic Pistols:** In addition to the Glock Model 23 semiautomatic pistol issued by the Division, staff authorized to carry a firearm are approved to carry other personal .40 Smith and Wesson Glock models in DAO (Double Action Only); personal .40 H&K USP 40 Compact in DAO (Double Action Only); personal .40 SigArms Model 229 in DAO; personal .40 SigArms, Model 239 in DAO, .40 SigArms Model 226 in DAO and the personal Smith and Wesson Model M&P 40.
- **Ammunition:** All firearms for staff authorized to carry a division or personal firearm must use approved APA ammunition while on duty and during all firearm practice and proficiency testing/requalification training sessions. Staff issued a division revolver or Glock semiautomatic pistol must use personal ammunition that meets division specifications when practicing with an issued firearm during non-duty hours. Staff authorized to carry an approved personal firearm should use personal ammunition that meets approved specifications when practicing with the personal firearm during non-duty hours. Ammunition shall be made available annually to Parole Officers and Senior Parole Officers for practice. Questions about ammunition specifications should be directed to the CTA Superintendent.
- **Directional & Cross Draw Hip Holsters - ALL Firearms:** In addition to the directional revolver and .40 semiautomatic pistol level two holsters issued by the Division, a staff member authorized to carry a Division or approved personal firearm is approved to carry a personal directional or personal cross draw hip holster that is manufactured for the specific make and model of the staff member's authorized firearm. The holster must be made of sturdy leather, high-impact molded plastic or sturdy ballistic nylon manufactured specifically for unconcealed carry. It must be configured to facilitate a natural draw and it must have a level two retention device and covered trigger area. *Effective May 2015, level one holsters previously issued by the Division shall have an ALS Guard applied to them as to increase the retention level to conform with policy requirements (making them Level Two retention holsters). The holster must attach securely to the staff member's belt. Prior to the staff member carrying the holster, the staff member must demonstrate proficiency with the holster during a live-fire training session with a Firearms Instructor. Documentation of the proficiency test will be forwarded to the Regional Administrator and Corrections Training Academy. Staff members utilizing more than one holster will be required to demonstrate proficiency with all approved holsters annually.
- **Speedloaders, Magazines & Pouches - ALL Firearms:** In addition to the speedloaders and .40 semiautomatic ammunition magazines issued by the APA, staff authorized to carry an issued APA or approved personal firearm are approved to carry speedloaders and semiautomatic ammunition magazines that are

specific to the make and model of the staff member's authorized firearm and that facilitate safe, smooth and speedy firearm reloading capability. In addition to the semiautomatic ammunition magazine pouches issued by the APA, staff authorized to carry an issued APA or approved personal firearm are approved to carry speedloader and magazine pouches made of sturdy leather or sturdy ballistic nylon that are manufactured for the specific type of speedloaders or semiautomatic magazines for the staff member's authorized firearm. The pouches must be configured to carry the speedloaders or magazines in a secure manner. The pouches must facilitate removal of the speedloaders or magazines in a smooth, safe and speedy manner. The pouches must attach securely to the staff member's belt or side harness if the staff member is approved to carry a shoulder holster. Prior to the staff member carrying the holster, the staff member must demonstrate proficiency with the speedloader or semiautomatic magazine pouch during a live-fire training session with a Firearms Instructor. Documentation of the proficiency test will be forwarded to the Parole Services Regional Supervisor and Corrections Training Academy. Staff members utilizing more than one holster will be required to demonstrate proficiency with all approved holsters annually.

- **Duty Belts:** Staff authorized to carry a Division or approved personal firearms are approved to wear personal duty belts that facilitate the organization and carrying of safety equipment, such as a firearm, handcuffs, speedloaders/magazines, pepper spray, etc. The belt should be inspected by a Firearms Instructor to ensure that it meets all the necessary safety requirements. All personal duty belts must meet the concealed/unconcealed carry requirements of Policy 104-TAW-01.
- **Ammunition:** The ammunition should be from a major manufacturer such as Winchester, Remington, Hornady and Federal. The below listed descriptions will ensure consistency in use, align with the agency's purchasing process, and provide top of the line duty and training ammunition in the field. The following types of ammunition are approved for use by the Adult Parole Authority:

.40 caliber

Duty rounds for APA .40 Caliber/ 165-180 grain Hollow Point (HP) from a major manufacturer.

Training rounds for APA .40 Caliber/ 165-180 grain Full Metal Jacket (FMJ) from a major manufacturer or any duty ammunition that has exceeded its 5 year shelf life or any duty ammunition that has been issued and being returned for the annually duty exchange.

9MM

Duty rounds for APA 9MM/ 124-147 grain +P Hollow Point (HP) from a major manufacturer.

Training rounds for APA 9MM/ 115-147 grain Full Metal Jacket (FMJ) from a major manufacturer or any duty ammunition that has exceeded its 5 year shelf life or any duty ammunition that has been issued and being returned for the annually duty exchange.

.38 caliber

Duty rounds for APA .38/ 125-158 grain +P Hollow Point (HP) from a major manufacturer.

Training rounds for APA .38/ 125-158 grain Full Metal Jacket (FMJ) or Semi Jacket Hollow Point (SJHP) +P from a major manufacturer or any duty ammunition that has exceeded its 5 year shelf life or any duty ammunition that has been issued and being returned for the annually duty exchange.

Duty ammunition shall be provided to APA staff annually; ammunition for APA staff practice will be offered to staff annually, pursuant to current procedures and practices.

- **Law Enforcement Task Force Firearms, Ammunition & Holsters:** Adult Parole Authority staff serving on law enforcement task forces MUST adhere to the firearm, ammunition and holster standards detailed in this memorandum and in Policy 104-TAW-01 unless granted an exemption per Policy 104-TAW-01.
- **Gun Storage Lock Box:** A lockable storage container that is supplied to all APA staff authorized to carry a weapon. The lock box will be tethered to a permanent structure in the vehicle such as the seat frame, trunk frame, or spare tire frame. In addition to securing the firearm into the lock box, you will ensure the lock box is not in plain sight. Each lock box comes with two (2) barrel keys specific to that box, for security reasons Hornady will not provide replacement keys. DRC/CTA does not maintain copies of the Hornady Lock Box keys.