	Abilene Police Department Operating Procedures		
	Subject: <i>Firearms and Regulations</i>	Issued: 10/23/2014	TBP: 3.01, 3.03, 6.04, 6.05

Availability (TBP 6.05)

All officers of the Department are required to have a sidearm available at all times whether on-duty or off-duty, except as otherwise permitted by the written directives of the Department.

Off-duty officers are not required to carry a weapon when visiting any bar, lounge or club where alcoholic beverages are sold or served.

Security of Weapons

Employees shall not leave weapons or objects which could be used as weapons unattended or in an unsecured location where a suspect, prisoner or other inappropriate party may access them.

The sidearm will remain in the holster while the officer is in the station or the field, unless its removal is necessary for use, repair or other legitimate reasons.

Approved Handguns (TBP 6.04)

Only weapons approved by the Department will be carried whether on or off duty.

The types, calibers and model numbers of approved weapons for on-duty uniformed officers are listed on the Approved Weapons List maintained by the Range Master and approved by the Chief of Police.


Approved weapons for on-duty plain clothes officers will include all of the weapons on the Approved Weapons List and additionally those models of approved revolvers with reduced barrel lengths of not less than two inches.

Approved weapons for off-duty officers will include handguns of .32 caliber or greater, having a cylinder or magazine capacity of at least five rounds. Officers are responsible for knowing their weapon is reliable, safe and in good working order. Weapons are to be carried in a manner so as not to be visible to the public. The Range Master will inspect all weapons prior to them being carried.

The Department Range Master will perform an external inspection of the weapon to determine the safety and reliability, maintain records of each officer's proficiency and record the make, model and serial number of each handgun an officer is authorized to carry on or off duty.

Ammunition

Only ammunition issued by the Department will be authorized for both on and off-duty use unless approved by the Range Master and the Chief of Police.

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Approved/Issued Weapons

Only batons, chemical agents and special weapons approved and/or issued will be carried.

Personal Weapons Carried on Duty

Approval for the carrying of personally owned handguns, rifles or shotguns must be requested in writing from the Chief of Police. A copy of the request, which indicates the Chief's decision, will be maintained in the officer's personnel file.

For the purpose of standardizing ammunition for qualification and on-duty use, rifles are restricted to the Ruger Mini-14, the Colt AR-15 and AR-15 clones in .223/5.56 caliber.

Shotguns

Shotguns are to be maintained in the assigned patrol unit rack or secured in the Gun Room rack. All shotgun ammunition will be removed from shotguns and shotgun sidesaddles when the shotgun is stored in the Gun Room.

When a shotgun is armed for potential use (i.e. a loaded shell in the chamber), the officer shall exercise the utmost caution in the operation of the weapon. As soon as practical after the situation is under control, the officer shall remove the shell from the chamber and return the shotgun to the patrol unit shotgun rack.


When a police vehicle equipped with a shotgun is to be left at the barn, radio shop, etc. for repair, the officer who is responsible for the vehicle shall remove the shotgun and secure it properly.

Before bringing a shotgun or rifle into the Law Enforcement Center or the range building, employees shall ensure that the weapon is unloaded using the provided clearing barrel(s).

Visibility of Weapon

Only the authorized service weapon is to be visible when an officer is wearing the police uniform.

When carrying a weapon and/or handcuffs while off-duty and in civilian attire, an officer shall wear the weapon and/or handcuffs so they are concealed. When an on-duty officer is dressed in civilian attire and wearing a weapon visible, their badge shall be clearly displayed.

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Weapons Proficiency (TBP 3.01, 3.03)

All sworn personnel of the Department shall demonstrate proficiency annually with each firearm they use in an official capacity on or off duty. A minimum score of 70% of the total possible score is required to demonstrate proficiency. However, all sworn personnel achieving a score below 80% will attend remedial training as directed by the Training staff.

Additionally, an annual inspection of all authorized firearms for proper functioning will be conducted by a designated Firearms Proficiency officer.

Retired Police Officers

At the discretion of the Chief of Police, officers who have retired honorably from the Department may be issued a certification allowing concealed carry of a handgun according to state law.

At minimum, all applicants for the certificate must:

- A. Provide a notarized statement indicating:
 1. The officer retired from the Department under honorable conditions;
 2. The retired officer's license as a commissioned officer was not revoked or suspended for any period during the officer's term of service as a commissioned peace officer;
 3. The retired officer has no psychological or physical disability that would interfere with the officer's proper handling of a handgun and
 4. The retired officer will, at all times while carrying the firearm, have a Retired Officers Identification Card on his person.
- B. Successfully complete the Department's Handgun Qualification Course as well as any physical or psychological testing requested by the Chief of Police.
- C. Abide by all applicable laws regarding firearms and their possession and maintain a good standing within the community.
- D. The Abilene Police Department Training Division will check the criminal history and run the retired officer's name through TCIC/NCIC to check for offenses that would void the retiree's ability to obtain or maintain certification.
- E. In the event that the TCIC/NCIC check of the retired officer's name reveals offenses that would void the retiree's ability to possess a firearm, the Abilene Police Department Training Division will provided a written statement setting forth the reason for the denial.
- F. Pay all expenses involved in issuance of the certificate.

Issuance of a certificate under this section is not the equivalent of a law enforcement commission nor does it imply the bearer has the authority or sanction of the Department.



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Certificates are valid for a period of one year after issuance.