

TITLE: FIREARMS/AMMUNITION AND RANGE QUALIFICATIONS

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PURPOSE

The purpose of this policy is to establish guidelines governing the possession of authorized firearms and ammunition carried by Santa Fe Police Officers and to ensure that they are properly trained in the use and carrying of firearms.

DISCUSSION

Officers shall be properly trained and proficient in the use of firearms. The Santa Fe Police Department requires that Officers periodically qualify and demonstrate competent ability in the use of firearms.

Firearms will be carried in a safe and secure manner. Horseplay, flippant behavior, removal of firearms from holsters or other carrying device for "show off" purposes is prohibited. Failure to comply with this directive will result in disciplinary action, up to, and including termination from the Department.

Only firearms and ammunition authorized by the Santa Fe Police Department shall be used in the performance of duty.

POLICY

It is the policy of the Santa Fe Police Department to issue authorized weapon(s) and ammunition to each sworn officer for on-duty use. Each officer will be trained with the duty weapon(s) and must qualify on an annual basis in order to maintain sworn status with the Department.

Officers who elect to carry another firearm as a back-up weapon or while off-duty, must receive written permission, via a signed personal weapons authorization form, to carry the weapon; must qualify with the weapon; and the weapon must meet the set criteria as outlined in this Directive. Regardless of the choice of weapon, officers will only be allowed to carry ammunition, which is specified in this Directive.

Deadly/physical force policies shall be issued to all officers authorized to carry firearms and all officers shall be trained in the use of deadly force before they are authorized to carry firearms.

PROCEDURES

74.1.01 ARSENAL/ISSUANCE OF WEAPONS

- A. The responsibility for security, accountability, repair and replacement of arsenal items is that of the Administrative Deputy Chief.
1. In keeping with this responsibility, the Deputy Chief is also in charge of Police personnel who are designated as Police Department Armorers during those times they are performing duties relating to the Armory.
 2. To ensure accountability for Armory property, a Department Armorer will be present during all situations that require access to the main arsenal.
- B. Main Arsenal
1. Equipment will be issued under the direct control of the Police Armorers.
 - a. Temporary issuance of main arsenal equipment is for emergency use only.
 2. In the event that an emergency arises, the on-duty Commander/Supervisor will:
 - a. Inform the Chief of Police or his/her designee, of the situation and request access to the main arsenal for the desired equipment.
 - b. Notify an Armorer, who shall be present for issuance of the equipment.

- c. Enforce the regulation, which requires that no one, other than Department Armorer(s), Chief of Police or his/her designee will be admitted into the Armory.
 - d. Assist the Armorer to ensure that items taken will be accounted for in writing, to include the description and serial number, if available.
 - e. Assist the Armorer to ensure that equipment stored in the arsenal for S.W.A.T. Personnel is not issued to any other person(s) other than S.W.A.T. Personnel.
3. A form will be provided as a checkout list to document the required audit of persons, items, and times involved with the removal and issuance of equipment.
- a. The Department's Armorer will provide this form, to assure accountability.

C. Issuance of Weapons

- 1. The issuance/receipt of weapons and ammunition to/from sworn Department personnel shall be the responsibility of designated Department Armorer(s) only.
- 2. Each officer who is issued equipment from the main arsenal shall sign the form to acknowledge receipt of the equipment and shall be strictly accountable for the return of the weapon(s) or equipment

D. Inventory of the Arsenal

- 1. Department Armorer(s) are responsible for completing an inventory every 6 months, of all Armory property, to include any weapons issued and the name of the person having custody of that weapon.
- 2. The inventory shall be kept on file and available for review by the Administrative Deputy Chief, for audit purposes. The Administrative Deputy Chief shall review the inventory, annually, and a report shall be provided to the Chief of Police.

74.1.02 WEAPONRY SPECIFICATIONS

A. Authorized Revolvers

- 1. Any officer wanting to carry a privately owned revolver off-duty or as a back-up weapon must receive written approval to do so from the Chief of Police. Revolvers may not be smaller than a .38 caliber or larger than .44 caliber. 6" is the maximum barrel length and 1.5" is the minimum. Privately owned revolvers must be registered with the Department's Armorer on a Personal Weapons Authorization Form, signed by the Chief of Police. The form will be maintained in the Officer's armory file.

B. Authorized Semi-Automatic Pistols

- 1. The standard Duty issue semi-automatic pistol is the Glock 22
- 2. Any officer wanting to carry a privately owned pistol off-duty or as a back-up weapon must receive written approval from the Chief of Police. Pistols may not be smaller than .32 caliber or larger than .45 caliber. 6" is the maximum barrel length and 2-1/2" is the minimum. Privately owned pistols may be single or double action. Privately owned pistols must be registered with the Department's Armorer on a Personal Weapons Authorization Form, signed by the Chief of Police. The form will be maintained in the Officer's armory file.

NOTE: Back-up firearms are permitted under the guidelines established for authorized revolvers and semi-automatic pistols.

C. Authorized Shotguns

- 1. These weapons shall be the property of, and issued by the Santa Fe Police Department.

The
Special Weapons and Tactics Team

2. Shotguns that are not the property of, and are not issued by the Santa Fe Police Department will only be authorized for use by the Chief of Police.

D. Authorized Rifles

- 1.
- 2.
- 3.
- 4.
- 5.
6. Or other Department approved carbine/rifle
 - a. Electronic sighting systems, though authorized for duty use, must be inspected, approved and installed by a Department Armorer. Iron sights must be present on all carbines/rifles as a back-up to electronic sights (if applicable). Successful passing of the rifle qualification course with the electronic sight is required prior to duty use of the weapon. Lasers are only authorized for use by members of the SWAT Team.

E. Authorized Holsters

1. Side-Holster (belt). When worn on Sam Brown, must be "duty" type with minimum level 1 retention device.
2. Shoulder Holsters (plainclothes)
3. Fanny Packs (plainclothes/off duty)
4. Tactical Thigh Holster
5. Vest Holster (SWAT)
6. Ankle Holster (back-up, off duty)
7. Other, approved holster for carrying of back up weapon.

74.1.03 AMMUNITION SPECIFICATIONS

A. Semi-automatics

1. The Standard ammunition to be issued and carried by all officers in their Department issued weapon is as follows:

- a.
- b.

B. Prohibited Ammunition

1. The following types of ammunition will be strictly prohibited for use by members of this Department.
 - a. Teflon coated ammunition
 - b. Armor piercing ammunition (SWAT use only)
 - c. Hand loaded ammunition
 - d. Manufactured re-loaded ammunition
 - e. Full metal jacket (cased) ammunition (training use only)
 - f. Any other type of ammunition that is not issued and/or authorized by the Chief of Police.

C. Authorized Ammunition For Shotguns

1. The Standard ammunition to be issued and carried by all members of the Department is as follows:

- a.
- b.

D. Authorized Ammunition for Rifles

1. The Standard ammunition to be issued and carried by officers issued Department rifles:

- a.
- b.

- c.
- d. Or other Department approved ammunition.

74.1.04 USE OF THE SHOTGUN/RIFLE

A. Line Authorization and Officer Responsibility

1. Field Services Units

- a. It shall be the responsibility of the officer, upon taking charge of the shotgun or the rifle to thoroughly inspect it. The officer shall scrutinize the various parts of the weapon for proper function and sufficient number and correct size loads.
- b. If the condition of the weapon is satisfactory, the officer shall load and secure the weapon properly in the gun case or gun rack if one is installed in the police unit.

2. Investigative Units

- a. It shall be the responsibility of the detective or plainclothes officer, upon taking charge of the shotgun or the rifle to thoroughly inspect it. The detective/plainclothes officer shall scrutinize the various parts of the weapon for proper function and sufficient number and correct size loads.
- b. If the condition of the weapon is satisfactory, the detective/plainclothes officer shall load and secure the weapon properly in the gun case or gun rack if one is installed in the police unit.
- c. While dressed in non-uniform attire, discretion shall be used by detectives so as not to arouse anxiety on the part of any citizen with whom he/she shall contact in a non-emergency situation.
- d. The detective in control of the assigned shotgun and/or a rifle shall at no time leave the weapon un-secured.

B. Transportation

- 1. Prior to issuance, all shotguns and rifles issued shall be examined and function tested by Armory personnel.

a.

b.

- 2. When in the vehicle, the shotgun will be carried in the cruiser safe mode.
- 3. When in the vehicle, the shotgun and/or the rifle shall be secured in an installed electronic locking device, locking gun rack, or stored in the trunk of the vehicle.
- 4. At no time will a vehicle with a shotgun and/or a rifle stored within, be left unlocked when the vehicle is unattended.
- 5. Elastic ammo pouches or side saddle ammunition carriers shall be used on the shotguns, and shall be filled to capacity.

74.1.05 FIREARMS RESPONSIBILITIES AND RESTRICTIONS

A. All firearms will be maintained in a safe and working condition.

- 1. No Department owned or issued firearm will be subjected to any alteration without the permission of the Department Armorer and the Chief of Police.
- 2. No trigger shoes will be allowed on any authorized firearm.

B. Officers are responsible for the security of all firearms under their control.

- 1. Revolvers will be carried UN-cocked and loaded to capacity.
- 2. Semi-automatics will be carried fully loaded with a round in the chamber.
- 3. Single action semi-automatics will be carried with the safety engaged and only in a concealed manner.

4. Double action semi-automatics will be carried with the hammer down, if applicable.
 5. Shotguns will be carried in cruiser safe/half loaded mode. Shotgun magazines will be loaded to capacity or one less than the magazine capacity for a selective drill.
 - a. Elastic ammo pouches or side saddle ammunition carriers shall be used on shotguns. Ammunition carriers will be kept full of the necessary rounds.
 6. Rifles will be carried in cruiser safe/half loaded mode. The rifle's chamber shall be empty, the bolt and dust cover will be closed, the hammer dropped, and a full magazine, minus two rounds, seated in the magazine well.
- C. Wallet holsters that prevent the actual gripping of the firearm are not permitted. Fanny pack holsters are authorized for plainclothes and off-duty officers. When an undercover detective/officer is carrying a duty weapon, it shall be carried in a secure manner.
- D. Failure to have a firearm will not relieve an officer of the responsibility to take proper police action in any police matter coming to their attention at any time.
- 74.1.06 CARRYING OF OFF-DUTY/BACK-UP WEAPONS**
- A. Sworn Police officers of the Santa Fe Police Department who have successfully completed and have been duly certified by the New Mexico Law Enforcement Academy, and have successfully completed the Police Department Field Training Officer Program, will be authorized to carry a handgun on their person while off-duty. Armed off-duty officers shall, at all times, have in their possession their Department issued ID/Commission card and their badge. Hand restraints will also be carried or accessible while armed and off-duty.
1. The choice of off-duty/back-up weapon(s) is limited to those types and calibers of weapons listed in section 74.1.02 A, B.
 2. The weapon must be registered with the Department's Armorer.
 3. The weapon shall be worn as inconspicuously as possible.
 4. Qualification with the off-duty/back-up weapon through a Department Firearms instructor shall be completed prior to the weapon being used for off-duty/back-up purposes.
- B. This section is not intended to limit the rights of police officers to carry off-duty weapons in the same manner as unrestricted citizens, but rather to define the authorization to carry a firearm under the color of law.
- C. Reasons for rejecting a personally owned firearm may include, but are not limited to:
1. Substandard Manufacturing
 2. Safety Considerations
 3. Unusual Grip Design
 4. Improper Gun Finish
 5. Caliber
- D. Restrictions
1. Off-duty police officers shall not carry any firearm on his/her person while indulging in alcoholic beverages in any form.
 2. Off-duty police officers shall not carry any firearm on his/her person into any bar, night club, or fraternal club where alcoholic beverages are served.
 3. Horseplay or improper use of a weapon is not authorized and may subject officers to disciplinary action, up to and including termination.
- E. Reporting the Discharge of Department Issued Firearms While Off-Duty.
1. A police officer who discharges his/her firearm while off-duty for any reason other than in the line of duty, at an authorized firing range, legitimate hunting, or at an authorized competitive sport, will immediately take the following steps:

- a. Notify the police commander in charge and request that a full report be made on the matter.
- b. The police commander will contact the Internal Affairs Commander and together they will investigate the circumstances and determine what action is necessary in the case.
- c. The police officer will submit, in writing, an explanation of the circumstances surrounding the discharge of the weapon by the next calendar day to the Office of the Chief of Police, through the proper chain of command.
- d. An officer discharging his/her weapon off duty may be subject to a blood/urine test.

74.1.07 INSPECTION OF WEAPONS

- A. Each Commander/Supervisor will be responsible for the inspection of their subordinates' firearms at a minimum of once a month. Department Armorer's may inspect any issued Department owned firearm at any time.
 - 1. Any discrepancies in weapon type or caliber noted by the Supervisor will be noted in memo form, submitted to the Chief of Police and a copy sent to the Department Armory.
 - 2. Disrepair or abuse of the weapon shall be noted on the inspection form, and the inspecting Commander/Supervisor will:
 - a. Confiscate any weapon determined to be in an unsafe condition and the weapon will be turned in to the Armory for repair. The officer will be issued another weapon or relieved from duty for that shift if a weapon cannot be issued.
 - b. The Commander/Supervisor shall submit a memorandum to the Office of the Chief of Police, along with a copy of the inspection form and the P-30 leave form submitted by the officer.

- c. If the weapon is unserviceable, the Commander/Supervisor may take disciplinary action in those cases which an officer has neglected to properly maintain the weapon or has been negligent in its use, maintenance, or care.

74.1.08 MAINTENANCE

- A. Officers are responsible for minor upkeep and cleaning of their assigned weapon.
- B. Only certified Department Armorer's are authorized to work on Department issued weapons. No repairs of any Department issued weapons are to be done by the individual officer or any other person. At no time will the interior parts be removed from the weapon by anyone other than the Armorer. This is not meant to prevent an Officer from "field stripping" the weapon during routine maintenance/cleaning.
 - 1. Any repairs of the weapon will be listed on the firearms inventory list filed in the Department Armory.
 - 2. Any accidental or intentional damage to the Department firearm will be submitted in writing to the Chief of Police.
 - 3. Department Armorer's are prohibited from performing work on weapons other than those weapons owned and issued by the Santa Fe Police Department.

74.1.09 RANGE QUALIFICATIONS

- A. In keeping with the policies of the Santa Fe Police Department, the firing range has been established to provide a safe overall environment for effective firearms training, and to train police officers in the proper and latest firearms techniques.
 - 1. The firing range and all the activities performed there will be under the direction of the Training and Recruiting Sergeant.
 - a. This Unit Sergeant is under the direct supervision of the Administrative Deputy Chief and is responsible for supervision of Training Unit personnel.

- b. The Training Officer will be directly responsible for scheduling any training and is charged with overall maintenance of the range itself.

B. Duties of Range Masters:

1. Ensure safe overall conditions exist for all participants;
2. Ensure all range equipment necessary for qualifications is at hand and in working order; and
3. Ensure that scheduling does not conflict with other range activities.
4. Ensure that all personnel adhere to the regulation regarding ballistic resistant body armor.
 - a. All personnel, regardless of assignment or rank, will be required to wear body armor while on the firing range.
5. During qualification, the range will be staffed by a "Range Master" who will have absolute command over all range related activities. The Range Master shall hold the rank of Sergeant or above.
 - a. All Range Masters shall be appointed by the Chief of Police, based upon the recommendation of the Training and Recruiting Unit Commander and the Administrative Deputy Chief.
 - b. This provision is subject to change and any changes are to be made through the Training and Recruiting Unit with approval from the Chief's Office. The Range Master will have final say on the range regardless of rank.
6. The Range Master is responsible for settling any questions which may arise concerning qualifications, courses, scoring or any other range related questions which may require immediate attention.
 - a. Along with these duties the Range Master is charged with maintaining all official scoring records while at the range, administering safety related range discipline as per Departmental

Directives, and issuing any ammunition.

- b. All records will be forwarded to the Training and Recruiting Unit for final review and evaluation. Any additional training will be the responsibility of the Training Office.
7. A certified Department Armorer will also be assigned to the firing range during qualifications and the Armorers' responsibilities will include inspection and repair of any Department owned weapon.
 - a. The Armorer will also assist in firearms' training should the Range Master deem it necessary. Only certified Firearms Instructors will be allowed to train police personnel.
8. Whether day or night courses are being fired, no less than two (2) firearms instructors will be present at any qualification when there are five (5) or more officers present.
 - a. These instructors will be charged with the qualifications of Department personnel and will instruct the course(s) set by Training and Recruiting Unit.

C. Range Courses

1. Police Practical Course (PPC), Stress, etc.
2. Day/Night Firing
3. Handgun/Shotgun/Rifle
4. Firearms Training System (FATS)
5. Special Weapons When Applicable
 - a. The following courses of fire will be utilized for Departmental training as well as maintaining NMLEA/DPS certification requirements: DPS Day/Night 50 round handgun course. DPS/NMSP Day/Night rifle course. DPS Shotgun course (buckshot & slug). Any other training courses as mandated by DPS/NMLEA, or as approved by the Chief of Police.

- b. The following course of fire will be utilized for off-duty/back-up weapon qualification:

*** WEAPONS MUST BE DRAWN FROM THE CONCEALED CARRY POSITION FOR ALL STAGES OF FIRE**

1 YARD LINE:

STAGE I - 6 ROUNDS

Shooter draws to a weapon retention position, fires two (2) rounds to center mass, steps back and fires one additional round to the head for a total of three (3) rounds. No time limit. REPEAT

3 YARD LINE:

STAGE II – 4 ROUNDS

From a low ready position, shooter fires two (2) rounds right hand unsupported in two (2) seconds.

From a low ready position, shooter fires two (2) rounds left hand unsupported in two (2) seconds

5 YARD LINE:

STAGE III – 6 ROUNDS

Shooter draws and fires a three (3) round failure drill. No time limit.

From the low ready, shooter fires a three (3) round failure drill. No time limit.

7 YARD LINE:

STAGE IV – 4 ROUNDS

Shooter draws and fires two (2) rounds, reloads and fires two (2) additional rounds. No time limit.

TOTAL ROUNDS FIRED – 20

SHOOTER MUST PLACE 18 OUT OF 20 ROUNDS WITHIN THE SCORE RING OF A NMLEA QUALIFICATION TARGET TO ACHIEVE A PASSING SCORE OF 90%.

OFFICERS WISHING TO CARRY A PERSONALLY OWNED BACK-UP/OFF-DUTY WEAPON MUST QUALIFY ANNUALLY ON THE PRECEEDING COURSE OF FIRE.

D. Range Use

1. Persons or agencies requesting use of the range will be required to make all arrangements through the Department Training Officer.
1. All activities will be screened and approved through the Training and Recruiting Unit.
2. A “range calendar” will be kept by the Training Officer in order to manage the use of the range.
 - a. Outside agencies will be required to make prior arrangements and complete a Memorandum of Understanding in regards to liability and responsibility for use of the range.
 - b. The outside agency will be solely responsible for their personnel while at the range.
 - c. Any injuries or damage are also the direct responsibility of the outside agency in question.
3. All commissioned officers of the Santa Fe Police Department will be permitted into the Firearms Range in accordance with regularly scheduled firearms training and for additional training as required.
4. Commissioned officers may enter the range for additional practice only after receiving clearance from the Office of the Chief of Police, the Training Unit Commander, and only with an NMLEA Certified Firearms Instructor from the Santa Fe Police Department.

E. Rules of the Range

1. The strictest discipline must be maintained at all times on the Firearms Range. Range discipline will be enforced.
 - a. All weapons will remain ‘hot’ upon arrival at the range.

- b. All weapons will be unloaded and made safe at the south side berm.
 - c. No alcoholic beverages will be allowed at the range.
 - d. All firearms will be unloaded and holstered until the command to load is given.
 - e. Dry firing is strictly prohibited behind the firing lane.
 - f. Dry firing will not be done at the fire line unless the command to dry fire is given by the Range Master or a Firearms Instructor.
 - g. Officers on the firing line will not move or recover anything off the ground until the line is clear and declared safe by the Range Master or a Firearms Instructor, and only when instructed to do so.
 - h. Horseplay is not permitted at any time while at the range.
 - i. Only safe and unloaded weaponry will be handled behind the firing line, and only for the purpose of cleaning or repair.
 - j. Smoking is prohibited on the firing line.
 - k. Ear and eye protection will be worn at all times by those officers shooting or on the firing line.
 - l. All instructors and officers will wear their bullet resistant vests during qualification and practice while at or on the firing range.
 - m. All weapons will be loaded and 'hot' prior to leaving the range.
- 3. Rehired Officers must qualify within 15 days of their re-hire. Pass/fail for qualification courses shall be 80 percent.
 - 4. In the event a scheduled shoot must be cancelled, range personnel will notify the area commanders and the communications center at least one hour in advance, if possible.
 - 5. Officers will not be permitted to use or trespass on the Police Range at unscheduled times without contacting the range personnel or the Chief of Police or his designee.
 - 6. Officers shall notify the range personnel upon arrival at the range and will not be permitted to shoot if arriving late for a scheduled shoot.
 - 7. For safety reasons and expediency in qualification and/or training, range personnel will be in command of the range activities.
 - a. Any Officer violating range rules will be disqualified from continued participation in qualification and will be ordered to leave by the Range Master.
 - b. The incident will be reported to the officer's supervisor via memo and/or Disciplinary Action form by the Range Master.
 - 8. Inspections shall be made of all weapons by range personnel. Any weapon judged unsafe will not be used or fired.
 - a. The Officer's commanding officer will be notified of any duty weapon judged unsafe.
 - b. It is the Officer's responsibility to obtain a safe weapon prior to returning to duty.

F. Qualifications

- 1. All Officers must qualify in accordance with the existing S.F.P.D./S.F.P.O.A. contract.
- 2. In the event an Officer is exempted he/she must attempt to qualify within 15 days after the expiration of the exemption.

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their personal weapon(s) will furnish their own ammunition.

G. Disciplinary Action for Failure to Appear for Scheduled Qualifications

1. At the completion of qualifications, the Training and Recruiting Commander will have complaint forms initiated on all non-exempt Officers who failed to appear for scheduled qualifications.
2. When an Officer fails to appear for qualifications, the following disciplinary action will be initiated by his/her immediate supervisor, subject to review, considering mitigating or aggravating circumstances:
 - a. A written reprimand for the first incident in a 24-month period.
 - b. A suspension of one day for the second incident in a 24-month period.
 - c. A suspension of from two to five days for the third or subsequent incident within a 24-month period.

H. Failure to Qualify

1. Personnel failing to qualify on their first attempt will be afforded a second opportunity to successfully complete the qualification.
2. Failure to qualify on the second attempt will result in the employee being removed from the firing line and immediately scheduled for remedial training in all phases of weapons handling.
 - a. This training will be monitored by the Training Unit and conducted by a certified firearms instructor of the Santa Fe Police Department. Upon completion, the officer will be returned to the range for a third qualification attempt.
3. Officers failing to qualify after the third attempt will be removed from the firing line.
 - a. The Office of the Chief of Police will be notified of the inability of the Officer to qualify.

- b. The Officer will be temporarily assigned to non-police duties, assigned to a remedial firearms course, and his/her police vehicle will be grounded.
 - c. The employee will be allowed to attempt to re-qualify on his/her duty time.
4. Failure to qualify will result in the implementation of progressive disciplinary action, as follows:
 - a. Fourth Attempt-Written reprimand.
 - b. Fifth Attempt-Recommendation for suspension.
 5. Officers failing to qualify after their sixth or subsequent attempts may receive additional days of suspension or a recommendation for termination from the Department due to an inability to perform required duties.

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APPROVED: _____

Aric M. Wheeler,
Chief of Police

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