

# POLICY AND PROCEDURES

NUMBER: 822

SUBJECT: Firearms/Armory/Weapons Storage

ACA STANDARDS: 4-ALDF-2B-04, 06, 07, 08; 7B-14

INTERIM DIRECTOR: *Lt. Col. Troy Doyle*

EFFECTIVE DATE: 3/1/90

REVISION DATE: 5/1/91, 7/6/93,  
12/99, 8/03, 4/11 , 4/12, 1/14, 12/15,  
2/18, 12/18, 7/19



## I. POLICY

The St. Louis County Department of Justice Services shall ensure that all Corrections Officers authorized to use firearms are properly trained in the use, care, control, safety and storage of firearms, in order to ensure safe use.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Corrections Officers authorized to use a firearm, are responsible for the following procedures.

## III. DEFINITIONS

**Administrative loading/unloading:** loading and unloading a weapon while not in a combat/stress situation.

## IV. PROCEDURES

### A. Firearm Safety Rules

1. Firearms shall not be discharged as a warning shot.
2. Always treat a firearm as though it is loaded.
3. When handling a firearm, always point it in a safe direction.

4. Never point a firearm at a person unless you are justified in killing that person.
5. Never draw a handgun from the holster or holster a handgun, with a finger in the trigger well.
6. Keep fingers off the trigger until you are on target and ready to fire.
7. Place firearms and ammunition in the Armory gun lockers before departing the Justice Center for the day.
8. Due to safety concerns, the officer will not unload the ammunition from a handgun when placing it in a gun locker.

**NOTE:** When the officer is issued a weapon by the Watch Commander for an emergency hospital run, the officer will unload the ammunition from a handgun by following the procedures for unloading weapons outlined in Section C of these procedures, upon his/her return to the facility.

9. Never give a firearm to another Corrections Officer or receive a firearm from another Corrections Officer unless the cylinder or action is open.
10. Firearms shall not be left unguarded at any time.
11. Extreme caution shall be exercised when handling, wearing, storing and retrieving firearms.
12. Only authorized ammunition and firearms shall be used while on duty.
13. The behavior of staff will always be strictly professional when handling firearms.
14. Be sure there is not an obstruction in the barrel of the firearm before loading.
15. Never permit the barrel of the firearm to touch the ground.
16. Shotguns shall not have a round in the chamber while transporting. (See Section C of these procedures.)

- 17.** Corrections Officers shall ensure the shotgun's safety is on while transporting inmates and when placing the shotgun in the gun locker.
- 18.** Firearms will not be discharged at fleeing automobiles.
- 19.** Officers will not discharge their firearm at a moving vehicle unless it is done in self-defense.
- 20.** When possible, an armed officer will not become involved in a physical altercation with an inmate. Extreme caution shall be used in the event that the use of force is necessary.
- 21.** When escorting inmates, the officer will keep the inmates to his/her side without the weapon.
- 22.** Firearms will be thoroughly inspected annually by proper authority.

**B. Firearms Training**

- 1.** The Transportation Supervisor and the Superintendent of Security will designate a Corrections Officer(s) who has been certified by the State of Missouri, St. Louis County Municipal Police Academy, FBI, or NRA on an instructor's course to be a firearms instructor.
- 2.** Classroom instruction and firearms certification will be conducted by certified Justice Services' officers and/or County Police officers.
- 3.** Before a Corrections Officer is authorized to carry a department issued firearm, and on an annual basis thereafter the officer will attend classroom instruction. Failure of the test in this class will place the officer in a non-weapon status and will be assigned only non-weapon duties. The instruction will include, but is not limited to, the care of firearms, the constraints on the use of firearms, as well as, the principles of:
  - a.** Marksmanship
  - b.** Firearms Safety
  - c.** Firearms Retention.

**NOTE:** Extensive training is imperative to ensure the safe, proper handling of a firearm and ability to use a firearm if the need arises.

4. In order to meet the handgun certification, the Corrections Officer will fire a minimum of sixty (60) rounds of ammunition at a fixed target. Scoring will be on a pass/fail system.
5. In order to meet the shotgun certification, the Corrections Officer will fire a minimum of ten (10) rounds of ammunition on an approved course of fire. Scoring will be on a pass/fail system.

**NOTE:** Individualized instruction and safety are stressed at all times while using department issued firearms during firearms certification.

6. All orders, written or oral, issued by the instructor on the range shall be strictly obeyed.
7. Individuals who violate any of these rules shall be subject to investigation by the Internal Affairs Officer or designee, and/or disciplinary action.
8. Only officers that qualify will be allowed to carry Department issued firearms. Any officer failing to range qualify will surrender his/her firearm immediately and will not be assigned to any weapon related duties or transports.
9. Each officer will be allowed two (2) attempts at the range to qualify on the handgun and shotgun. If a Corrections Officer fails either the handgun course or the shotgun course at the range, the Corrections Officer will immediately surrender his/her firearm. The Transportation Supervisor will then arrange for a remedial training session from a Justice Services or County Police Firearms Instructor. Any Corrections Officer failing to qualify at the remedial training session may be subject to transfer from the Transportation Unit.
10. Range dates will be scheduled four (4) times a year for the officers assigned to Transportation by the Transportation Supervisor. Two (2) classes will be designated as Qualification Courses, it is a requirement for each officer to pass the qualification course in order to carry a firearm. Failure of either Qualification Course will place the officer in a non-weapon status and will be assigned only non-weapon duties. Two (2) courses will be Skills Development

and will not be a pass/fail or qualification course. These courses are for weapon familiarization training only.

11. Corrections Officers who will be weapons qualified but are not assigned to Transportation will be scheduled at the range on an annual basis by the Transportation Supervisor. This will be designated as a Qualification Course and it is a requirement that each officer pass the Qualification Course in order to carry a firearm. Failure of the Qualification Course will place the officer in a non-weapon status and will be assigned only non-weapon duties.
12. The Superintendent of Security will make recommendations to the Director when an officer is unable to pass the firearms requirements.
13. All files for the firearms courses will be kept by the instructors and a copy will be submitted to the appropriate division supervisor, (i.e., Transportation, Intake Service Center, etc.) and the Superintendent of Security.

C. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

4. The firearms storage room and the lockers in that room shall remain locked. Only the Transportation Supervisor, Transportation Leads, Superintendent of Security, Department Armory Officer and Watch Commander are authorized to obtain the keys from Master Control.

5. Each Transportation Officer will have a key for his/her gun locker. Only the Transportation Supervisor, Transportation Leads, Watch Commander and Superintendent of Security are authorized to have access to a master key or extra keys to each gun locker from Master Control.

6. Only the Watch Commanders, Transportation Supervisor, Transportation Leads and Superintendent of Security are authorized to obtain the keys from Master Control for the gun locker with extra handguns, ammunition and holsters, for transporting "Hot Sheet" inmates to the hospital.

7. An officer who removes an item, (i.e., firearm, ammunition, holster, etc.) from the Armory, other than items in an officer's personal gun locker, will fill out the Armory Transaction Log, (See Attachment #1) and complete the log upon the return of the items. The Transportation Supervisor will file completed pages of the Armory Transaction Log and submit a copy of the log to the Superintendent of Security.

**NOTE:** If the Watch Commander or Transportation Supervisor issue items from the Armory to an officer, that Watch Commander or the Transportation Supervisor will place his/her DSN and the officer's DSN on the Armory Transaction Log.

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9. The Transportation Supervisor and Superintendent of Security will designate an officer as the Department Armory Officer. The Department Armory Officer will:
  - a. Keep the firearms clean and in good working order.
  - b. Keep the firearms' storage room orderly.
  - c. Conduct a monthly firearms inventory, (See Attachment #2) and an ammunition inventory, (See Attachment #3)

**NOTE:** The inventory forms will be submitted to the Transportation Supervisor and the Superintendent of Security.
  - d. Submit reports to the Transportation Supervisor when equipment and supplies are required.
10. If a handgun is required for an emergency hospital trip, the Watch Commander will enter the Armory and remove a handgun, ammunition and holster from the gun locker containing these items. The Watch Commander will issue these items to the proper officer.
11. When the officer returns from the emergency hospital trip, the officer will return the equipment to the Watch Commander. Do

not unload the handgun, leave the handgun in the holster. The Watch Commander will place the equipment in the correct gun locker.

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E. Weapons Storage

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F. General Information

1. Only staff who are firearm qualified shall be authorized to carry firearms.
2. The only circumstance under which a Corrections Officer shall discharge his/her firearm, is to protect themselves or others from an immediate threat of death or serious bodily harm or at range training.
3. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
4. When carrying a department firearm, an officer will carry his/her badge and wear his/her County Employee ID.

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*[NOTE: It shall be the responsibility of the Lead Firearms Instructor or designee to conduct an annual audit each January of the Weapons Qualified List. This will be done to ensure all officers currently qualified to carry a departmental issued weapon while on assignment or those officers whose qualification has expired, have their Justice Services ID updated through the St. Louis County Police-Bureau of Security Services. The Lead Firearms Instructor will provide a complete list of all Justice Services employees authorized to carry a firearm and the date each employee completed their last qualification to the Bureau of Security Services and the Director annually every January.]*

5. Each Transportation Officer will be issued a handgun, holster and ammunition which will be assigned to that officer. These officers may be required to carry the firearms at all times while on duty, except in the designated areas.
6. There will be a written record maintained in the Transportation Supervisor's Office of all routine distribution of security equipment which will include, but may not be limited to handguns.
7. The assignment of any weapon to an officer is contingent upon the approval of the Superintendent of Security and the Department of Justice Services' Director. The Transportation Supervisor and the Lead Officers will maintain constant vigilance of the officers and advise the Superintendent of Security and/or the Director of any concerns of the capability of the officers to properly handle and possess firearms. Recommendation will include each officer's acceptance of his responsibility and the "state of mind" of each officer.
8. Officers assigned weapons will keep their handguns clean and in good working order.

**NOTE:** Firearms are subject to inspection at any time by the Armory Officer. Firearms found to be in unsatisfactory condition will be reported to the Transportation Supervisor.

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14. Handguns will not be taken home unless the Authorization Request for Departmental Service Pistol form is completed by the officer, (See Attachment #4) and approved by the Transportation Supervisor or the Superintendent of Security. This authorization will only be allowed for practice on a firing range. The shotguns shall never be taken home.
15. Visiting law enforcement officers will not enter the secure perimeter of the Justice Center carrying a firearm or ammunition. During an emergency, the Director or designee may allow responding law enforcement officers to carry firearms beyond the designated areas.

G. Firearm Discharge

1. If an incident with a firearm does occur, the officers(s) involved will contact his/her supervisor immediately and submit a detailed Incident Report to his/her supervisor before the end of the shift.

The supervisor will forward copies of the report to the Superintendent of Security, Director, and the Internal Affairs Officer.

2. If a person is injured because of the discharge of a firearm, the paramedics (911) shall be called immediately.
3. The local law enforcement agency will be notified, by the Corrections Officer involved, anytime a firearm is discharged by accident or in the line of duty.
4. The Internal Affairs Officer will ensure an investigation of the incident is conducted.
5. If the officer who discharged the firearm is hospitalized or fatally wounded during the incident, and incapable of filing the report, the officer's immediate supervisor will be responsible for writing a report as soon as possible pending further investigation by the Internal Affairs Officer.

