


Inver Grove Heights Police Policy Manual		Subject: <b>Firearms</b>		
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Contents

- |                                     |   |
|-------------------------------------|---|
| I. Purpose                          | VII. Report of Firearm Discharge                |
| II. Authorization to Carry Firearms | VIII. Use of Force Coordinator Responsibilities |
| III. Policy                         | IX. Maintenance and Repair                      |
| IV. Authorized Firearms             | X. Flying While Armed                           |
| V. Duty Firearms Proficiency        | XI. Carrying Firearms Out of State              |
| VI. Destruction of Animals          |   |

**I. PURPOSE:**

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training. This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies. This policy only applies to those members who are authorized to carry firearms.

**II. AUTHORIZATION TO CARRY FIREARMS**

Before being issued a firearm or being authorized to carry a firearm in the course of their duties, all licensed personnel shall complete department training regarding the use of force, deadly force and the use of firearms. They will then be authorized by the Chief of Police to have the peace officer privilege to carry a firearm both on-duty and off-duty (MN Statute 626.8452, Subd. 3).

The Chief of Police or designee may suspend the peace officer privilege to carry a firearm during the period of a suspension from duty or other removal from active duty.

**III. POLICY:**

The Inver Grove Heights Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

**IV. AUTHORIZED FIREARMS:**

A. No duty firearms will be carried that have not been thoroughly inspected by the Use of Force Coordinator or designee during a regularly scheduled range date. Except in an emergency or as directed by a supervisor, no duty firearm shall be carried by a member who has not qualified with that firearm at an authorized Department range.

Effective:  August 1, 2018	Subject:  Firearms	Page:  2
----------------------------------	--------------------------	----------------



## B. Duty Firearms

1. The following firearms are approved for on-duty use by officers of this department:
  - a) The authorized Department issued handgun is the 9mm Glock Model 17 or 19 (the duty firearm shall be carried in a duty holster level II or higher).
  - b) The authorized Department issued patrol rifle is the .223/5.56 AR-15 style rifle.

## C. Secondary Firearms

1. Personnel desiring to carry a secondary firearm are subject to the following restrictions:
  - a) Only one secondary firearm may be carried at a time.
  - b) The firearm shall be of good quality and workmanship.
  - c) The purchase of the firearm and ammunition shall be the responsibility of the officer.
  - d) Ammunition shall be the same as Department issue. If the caliber of the firearm is other than Department issue, the Chief of Police or designee shall approve the ammunition.
  - e) The firearm shall be carried out of sight at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
  - f) The firearm shall be inspected by the Use of Force Coordinator before being carried and after that shall be subject to inspection whenever deemed necessary.
  - g) Personnel shall qualify with the secondary firearm under range supervision. Personnel must demonstrate proficiency, safe handling, and serviceability of the firearm. If the firearm is a Glock handgun, the officer is considered qualified assuming he/she is current with his/her duty firearms proficiency.
  - h) Personnel shall provide written notice of the make, model, color, serial number and caliber of a second firearm to the Use of Force Coordinator.

## D. Off-Duty Firearms

1. The carrying of firearms by licensed officers while off-duty is permitted by the Chief of Police, but may be rescinded should circumstances dictate (e.g., administrative leave). Licensed officers who choose to carry a firearm while off-duty, based upon their authority as a peace officer, will be required to meet the following guidelines:
  - a) The firearm can be the issued authorized Department issued handgun the 9mm Glock Model 17 or 19.
  - b) If a personally owned firearm, it shall be of good quality and workmanship.

Effective:  August 1, 2018	Subject:  Firearms	Page:  3
----------------------------------	--------------------------	----------------



- c) The purchase of the personally owned firearm and ammunition shall be the responsibility of the officer.
- d) The firearm shall be carried at all times in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- e) It will be the responsibility of the officer to submit their personally owned firearm and ammunition to the Use of Force Coordinator or designee for inspection before being carried off-duty. The Use of Force Coordinator or designee shall ensure that the officer is proficient in handling and firing the firearm and that it will be carried in a safe manner. The firearm shall be subject to periodic inspection by the Use of Force Coordinator or designee.
- f) The officer will successfully qualify with the firearm before it is carried. If the firearm is a Glock handgun, the officer is considered qualified assuming he/she is current with his/her duty firearms proficiency. The range qualification dates will be specified by the Use of Force Coordinator.
- g) The officer shall provide written notice of the make, model, color, serial number and caliber of their personally owned firearm to the Use of Force Coordinator.
- h) If any officer desires to use more than one firearm while off-duty, he/she may do so, as long as the officer meets all the requirements outlined in this policy for each firearm used.
- i) Officers shall only carry department-authorized ammunition.
- j) When armed, whether on-duty or off-duty, officers shall carry their badge and Department identification.

#### E. Firearm Mounted Accessory

1. The Department has authorized any model tactical light and tactical light/laser combo for use on-duty firearms (no laser only mounted accessory). An officer must show proficiency and safe-handling of tactical light and tactical light/laser combo with a Use of Force Instructor before carrying a tactical light and/or tactical light/laser combo on-duty.

#### F. Ammunition

1. Officers shall carry only Department-authorized ammunition. Officers shall be issued fresh duty ammunition in the specified quantity for all Department issued firearms each year.
2. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed when needed by established procedure.
3. Officers carrying personally owned authorized firearms of a caliber differing from Department issued firearms shall be responsible for obtaining fresh duty ammunition by the above at their own expense.

#### G. Deployment of Patrol Rifle

Effective:  August 1, 2018	Subject:  Firearms	Page:  4
----------------------------------	--------------------------	----------------



1. Officers may deploy the patrol rifle in any circumstance where the officer can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:
  - a) Situations where the officer reasonably anticipates an armed encounter.
  - b) When an officer is faced with a situation that may require the delivery of accurate and effective fire at long range.
  - c) Situations where an officer reasonably expects the need to meet or exceed a suspect's firepower.
  - d) When an officer reasonably believes that there may be a need to deliver fire on a barricaded suspect or a suspect with a hostage.
  - e) When an officer reasonably believes that a suspect may be wearing body armor.
  - f) When authorized or requested by a supervisor.
  - g) When appropriate to aid in the dispatch of an animal.

#### H. Alcohol and Drugs

1. Firearms shall not be carried by any officer who has consumed an amount of an alcoholic beverage or taken any drugs that would tend to adversely affect the officer's senses or judgment.

#### V. **DUTY FIREARM PROFICIENCY:**

1. All licensed personnel shall complete Department training regarding the use of force, deadly force and the use of firearms before being issued a firearm or being authorized to carry a firearm in the course of their duties (MN Statute 626.8452 Subd. 2).
2. An officer failing to demonstrate a minimum level of proficiency with any duty firearm he/she is authorized to use may not carry or use the duty firearm until he/she participates in the remedial duty firearm course provided by the Department.
3. All licensed personnel shall participate in annual Department training regarding the use of force, deadly force and the use of firearms (MN Statute 626.8452 Subd. 3).
4. Qualification
  1. All licensed personnel are required to qualify annually and show weapons proficiency with Department firearms on an approved range course or as directed by the Use of Force Coordinator. In addition to regular qualification schedules, the Use of Force Coordinator shall be responsible for providing all licensed personnel with regular practical training designed to simulate field situations, including shoot, no-shoot situations. These regular practical training may be concurrent with and used to fulfill the requirements of the Firearms Policy.

Effective:  August 1, 2018	Subject:  Firearms	Page:  5
----------------------------------	--------------------------	----------------



5. Non-Qualification:

1. If licensed personnel are unable to qualify for any reason, including injury, illness, duty status or scheduling conflict, that officer shall submit a memorandum to the Use of Force Coordinator before the end of the required shooting period.
2. Licensed personnel who fail to qualify on their first shooting attempt may be given another opportunity before leaving the training at the discretion of the Use of Force Instructor. The Use of Force Instructor will take into consideration the availability of time and range schedule.
3. Licensed personnel who fail to qualify shall be given a “Minimum Standard Qualification Plan” for a ten-day remedial training period. During this remedial training period, it is the officer’s responsibility to arrange for range time for further training and assistance from a Use of Force Instructor. The Use of Force Instructor will continue to provide remedial training until proficiency is demonstrated.
4. Licensed personnel who fail to demonstrate duty firearms proficiency as required by law, or who fail to qualify over a ninety-day period will be relieved from field assignment, and appropriate disciplinary action may follow.

**VI. DESTRUCTION OF ANIMALS:**

1. Officers are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.
2. In circumstances in which officers have sufficient notice that a potentially dangerous animal may be encountered, officers should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted electrical weapon (CEW), chemical aerosol spray, animal control officer). Nothing in this policy shall prohibit any officer from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.
3. Because domestic pets are considered by many as family members, consultation with veterinarian services is preferred to avoid any anguish to the family. Injured domestic animals should be euthanized only after a reasonable search to locate the owner has been made.

**VII. REPORT OF FIREARM DISCHARGE:**

1. Except during training, destruction of animals, or recreational use, any licensed personnel who discharges a firearm intentionally or unintentionally, on-duty or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements outlined in the Use of Force Policy.
2. In all other cases, written reports shall be made as follows:

Effective:  August 1, 2018	Subject:  Firearms	Page:  6
----------------------------------	--------------------------	----------------



1. If on-duty at the time of the incident, the member shall file a written report with his/her Division Commander or provide a recorded statement to investigators before the end of the shift, unless otherwise directed.
2. If off-duty at the time of the incident, a written report shall be submitted or recorded statement provided no later than the end of the next regularly scheduled shift unless otherwise directed by a supervisor.
3. The Chief of Police shall notify the Commissioner of Public Safety within 30 days of an on-duty firearm discharge, except when the discharge is in the course of training or destruction of animals (described in this policy). The notification shall contain information concerning the reason for and circumstances surrounding the discharge (MN Statute 626.553).

#### **VIII. USE OF FORCE COORDINATOR RESPONSIBILITIES:**

1. The range will be under the exclusive control of the Use of Force Coordinator or designated Use of Force Instructors. All members attending will follow the directions of the Use of Force Coordinator or designee. The Use of Force Coordinator will maintain a roster of all members attending the range and will submit the roster to the Training Coordinator after each range date. Failure of any officer to sign in with the Use of Force Instructors may result in non-qualification.
2. The Use of Force Coordinator or Shift Supervisor have the responsibility of ensuring periodic inspection, at least once a year, of all duty weapons carried by officers of this department to verify proper operation.
3. The Use of Force Coordinator has the responsibility to ensure each officer on a yearly basis can demonstrate proficiency in the care and cleaning of the duty weapon.
4. The Use of Force Coordinator has the authority to deem any privately owned weapon unfit for service. The officer will be responsible for all repairs to his/her personal weapon; it will not be returned to service until inspected by the Use of Force Coordinator or designee.
5. The Use of Force Coordinator shall complete and submit to the Training Coordinator documentation of the courses provided, including the qualifications of each instructor, a description of the training provided and a list of each officer who completes training. This list should be entered on a form that has been approved by the POST Board.

#### **IX. MAINTENANCE AND REPAIR:**

1. Personal and Department owned duty firearms shall be inspected annually to determine the safety and functioning of the weapon.
2. Firearms carried on-duty shall be maintained in a clean, serviceable condition. Since the use of personally owned weapons is at the option of the individual officer, that officer will be responsible for the furnishing, maintenance, and repair of such a weapon.

Effective:  August 1, 2018	Subject:  Firearms	Page:  7
----------------------------------	--------------------------	----------------



### 3. Repair and Modification of Department Firearms

1. The Use of Force Coordinator or armorer shall be the only persons authorized to repair or modify any Department-owned weapon for which the Use of Force Coordinator and armorer are certified.
2. Primary responsibility for maintenance of Department-owned handgun shall fall on the patrol officer assigned the handgun. They are required to field strip and clean their assigned handgun as needed.
3. Each Department owned handgun shall be subject to inspection by a supervisor, the Use of Force Coordinator or armorer at any time.
4. Primary responsibility for maintenance of Department-owned patrol rifles shall fall on the Use of Force Coordinator or armorer, who shall inspect and service each Department owned firearms (handgun and patrol rifle) on a yearly basis.
5. Each patrol officer shall be responsible for promptly reporting any damage or malfunction of a Department firearm to a supervisor, the Use of Force Coordinator or armorer.
6. Any Department firearm found to be unserviceable shall also be identified as non-serviceable, including details regarding the unserviceable condition.
7. All modifications of Department firearms must be authorized in advance by the Use of Force Coordinator and accomplished by a Department armorer who is certified to repair such firearm.
8. Any repairs to the officer's personally owned weapon shall be done at his/her expense.
9. Any modifications to the officer's personally owned weapon that is for on-duty use shall be done at his/her expense and must be approved by the Use of Force Coordinator.

### **X. FLYING WHILE ARMED:**

1. The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to personnel who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):
  1. Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.
  2. Officers must carry their Inver Grove Heights Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport).

Effective:  August 1, 2018	Subject:  Firearms	Page:  8
----------------------------------	--------------------------	----------------



3. The Inver Grove Heights Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message before the officer's travel. If approved, TSA will send the Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed on the day of travel.
4. An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.
5. Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by a TSA approved entity.
6. It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification can be accomplished by early check-in at the carrier's check-in counter.
7. Any officer flying while armed should discreetly contact the flight crew before take-off and notify them of his/her assigned seat.
8. Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
9. Officers should not surrender their firearm but should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.
10. Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours before boarding an aircraft and remain sober while carrying firearms.

**XI. CARRYING FIREARMS OUT OF STATE:**

1. Qualified active full-time officers and qualified retired officers (see Retired Officer Concealed Firearm Permit Policy) of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B; 18 USC § 926C):
  1. The officer shall carry his/her Department identification card whenever carrying such a weapon.
  2. Qualified retired officers shall also carry certification of having met firearms qualification within the past 12 months.
  3. The officer is not the subject of any current disciplinary action.
  4. The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.



Effective:  August 1, 2018	Subject:  <b>Firearms</b>	Page:  9
----------------------------------	---------------------------------	----------------



5. The officer will remain subject to this and all other Department policies (including qualifying and training).
2. Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. The federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.
3. Visiting active and retired peace officers from other states are subject to all requirements outlined in 18 USC § 926B and 18 USC § 926C.