	<b><u>SUBJECT</u></b>  <b>FIREARMS &amp; WEAPONS – USE AND PROCEDURES</b>		<b><u>NUMBER</u></b>  <b>402/22</b>
	<b>EFFECTIVE DATE:</b>  <b>08-25-09</b>	<b>AMENDS:</b>  <b>07-11-08</b>	<b>RESCINDS:</b>
<b>DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical</b>		<b>REFERENCES:</b> <b>CALEA 1.3.9, 1.3.10, 1.3.11, 1.3.12</b> <b>IACLEA 1.3.9, 1.3.10, 1.3.11, 1.3.12</b> <b>TPCFA 3.01.1, 3.03.1</b>	

**.10 INTRODUCTION:**


- A. A police officer must be equipped with a sidearm that is dependable and maintained in a ready state of operation. This is for the safety of the officer himself, fellow officers, and the public he is sworn to protect.
- B. To ensure an officer has an adequate weapon, it is the policy of this Department that all officers will only carry the Department issued [Glock, 40 cal. semiautomatic weapon](#) with a minimum 4 inch barrel. All side arms, prior to being carried on duty must be approved by the Chief of Police.

**.20 SAFETY PRECAUTIONS:**

- A. Officers will never use their weapon for any purpose other than shooting. He will never:
  - 1. Draw his weapon unless he intends to use the weapon. It will never be used as a bluff except as authorized by the [Texas Penal Code 9.04 Threats as Justifiable Force](#).
  - 2. Playfully or carelessly point their weapon at anyone.
  - 3. Leave the weapon unattended where someone may handle it.
  - 4. Remove the weapon from its holster and hand it to another unless the weapon has been rendered safe and all ammunition has been removed.
  - 5. Practice fast draw on duty. If fast draw is practiced at home, or out of doors, make sure the weapon is empty.
- B. Firearms training will never be conducted within a room or building where officers must handle their weapons for demonstration. All firearm training will be conducted at the range.

**.21 CARE AND MAINTENANCE:**

- A. Officers shall provide maintenance and clean their Department issued weapon after any firing at the range.

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**.30 HOLSTERS**

- A. Weapons worn by uniformed officers shall be carried in the Department issued holster. No holster will be worn in a cross draw style.

**.31 CONCEALED HANDGUN**

- A. The Alamo Colleges Police Department does not require its commissioned personnel to carry off-duty weapons. However, the Department will permit commissioned personnel to carry an off-duty weapon in accordance with this procedure.
1. Officers are allowed to carry one approved off-duty revolver or semiautomatic.
  2. When in civilian attire, the officer is prohibited from wearing his sidearm in open view.
  3. The caliber size is limited to .38 caliber, .357 Magnum, 9mm or .40 caliber.
  4. The weapon must be approved by the Chief of Police.
  5. Officers will need to complete the following steps to gain approval of their off duty weapon:
    - a. Meet the requirements listed in this section.
    - b. Complete the Off-duty/2nd Weapon Form.
    - c. Successfully qualify with the weapon.
- B. Certification forms for off-duty weapons will be placed in the officer's personnel file. Qualification with off-duty weapon is subject to annual requirement. Failing to qualify with on-duty weapon will result in forfeiture of the right to carry an off-duty weapon.

**.40 QUALIFICATION REQUIREMENTS: [TEXAS OCCUPATIONS CODE §1701.355](#)**

- A. LEGAL BASE: Texas State Law as amended by the Legislature and effective on January 1<sup>st</sup>, 1986, requires that certified Texas Peace Officers be qualified with all "firearms that are carried either "ON" or "OFF" duty at least once every twelve (12) months.



**SUBJECT**

**FIREARMS & WEAPONS – USE AND PROCEDURES**

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**AMENDS:**

**07-11-08**


**RESCINDS:**

**DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical**

**REFERENCES:**

**CALEA 1.3.9, 1.3.10, 1.3.11, 1.3.12  
IACLEA 1.3.9, 1.3.10, 1.3.11, 1.3.12  
TPCFA 3.01.1, 3.03.1**

- B. All sworn officers of this Department must qualify with their on-duty handgun annually. Qualification with a weapon requires a minimum score of 75 on an established course of fire approved by the Chief.
- C. The Department's designated Firearms Instructor is responsible for scheduling officers for range firing within a timely period to meet the legal requirements of the law. Records of scores fired and dates qualified will be maintained by the Department's Firearms Instructor.
- D. Officers of this Department will be scheduled one (1) time for annual firearm qualification. This scheduled qualification will be paid for by the Department.
- E. Any officer failing to qualify in the scheduled firearm qualification with his/her on-duty weapon will be counseled for the failure to qualify. The officer will then be rescheduled for qualification.
- F. Should an officer fail in the second attempt, a letter of counseling will be issued.
- G. All subsequent attempts at qualification will be at the officers own expense and on his own time. The officer must qualify by 31 December of each calendar year.
- H. All officers who fail to qualify by 31 December will have his/her rights to carry a weapon suspended. The Officer will be recommended for suspension without pay, and suspension of his rights to perform as a Peace Officer. This action will remain in effect until the officer meets the requirements.
- I. Each officer must demonstrate proficiency in the care and cleaning of their weapon.
- J. The range control officer must make an external inspection of each weapon to determine the safety and functioning of the weapon.
- K. As provided for in the [Department's Achievement Awards Policy](#), officers are awarded the appropriate marksmanship badge upon demonstration of their proficiency with the Department issued duty weapon during firearms qualification.

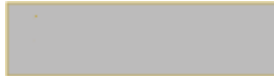
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1. Officers who, during firearms qualification, achieve a score from seventy-percent (70%) through seventy-nine percent (79%) are awarded a MARKSMAN bar.



**MARKSMAN**

2. Officers who, during firearms qualification, achieve a score from eighty percent (80%) through eighty-nine percent (89%) are awarded a SHARPSHOOTER bar.



**SHARPSHOOTER**

3. Officers who, during firearms qualification, achieve a score from ninety percent (90%) through one hundred percent (100%) are awarded an EXPERT bar.



**EXPERT**

4. Officers who, during firearms qualifications, attain five (5) perfect scores of one hundred percent (100%) are awarded a MASTER bar.




**MASTER**

5. Officers awarded the firearms proficiency bars may wear them with the regulation uniform in compliance with [Section 502/26, "Uniforms, Equipment and Grooming"](#).

**.41 DISCIPLINARY CONFERENCES, REVIEW OR HEARING**

- A. Officers who have been recommended for disciplinary action(s) and who appear before any disciplinary review board, hearing or conference **WILL NOT** attend such review board, hearing or conference armed with a weapon.

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B. Your weapon will be secured in your locker prior to attending the disciplinary hearing.

**.50 ASP Batons**


- A. Every Officer in the Department assigned to uniform service shall complete a training course in the use of the ASP baton and shall remain qualified in its use.
- B. The ASP baton shall be carried at all times while the Officer is in uniform. The ASP baton will be carried in the prescribed holster as prescribed in [Section 502/26 "Uniforms, Equipment and Grooming"](#).

**.51. Knives**

- A. Officers may carry a folding knife while on duty provided the knife is not declared illegal or prohibited in [Chapter 46 of the Texas Penal Code](#). Knives which are prohibited shall not be carried unless the Officer is assigned to a tactical function where that style has a practical use.

**.53 Unauthorized Firearms and Accessories**

- A. The following listed firearms and accessories are not authorized for use by Officers in the performance of their duties, nor will they be authorized for off-duty or back-up purposes:
  1. Firearms which by design or modification shoot more than a single round with each pull of the trigger;
  2. Firearms of a caliber less than .38 S&W Special;
  3. All trigger shoes;
  4. Any firearms accessories which interfere with accepted combat use of the weapon;
  5. Custom grips with thumb rests or any protuberance which interferes with the insertion or extraction of cartridges;
  6. Cutaway trigger guards;
  7. Any accessory or alteration which renders the firearm unsafe; or

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8. Any intermediate weapon not specifically listed in this policy unless specific authorization is received from the Chief of Police. The Officer requesting the use of an alternate intermediate weapon must present the weapon and a certification of training to the Chief of Police when making his request. The Chief reserves the right to deny the request.

**.54 Ammunition**

- A. Officers will carry only Department approved and issued ammunition. Officers will not attempt to modify ammunition.