

DIRECTIVE 4.3 WEAPONS AND TRAINING

Issue Date: 03/23/2020	By Order of Chief of Police
Rescinds: (Issue 06/07/2019)	CALEA Standards Referenced: 4.3.1; 4.3.2; 4.3.3; 4.3.4 & 4.3.5
Pages: 9	Ohio Standard 1

This directive consists of the following sections:

- 4.3.1 Authorization: Weapons and Ammunition**
- 4.3.2 Demonstrating Proficiency with Weapons**
- 4.3.3 Annual/Biennial Proficiency Training**
- 4.3.4 Prerequisite to Carrying Lethal/Less Lethal Weapons**
- 4.3.5 Firearms Range**

POLICY AND PROCEDURE:

4.3.1 Authorization: Weapons and Ammunition

Only those weapons and ammunition that meet the police department's authorized specifications as approved by the Chief of Police will be used by officers in law enforcement responsibilities.

Authorized Lethal Weapons

Officers on duty will carry the department issued firearm. Officers who are in an on-duty status may also carry a department approved secondary firearm.

Officers off duty may carry their department issued firearm or a firearm that does not conflict with any federal, state, local law, ordinance or resolution.

Officers while carrying a firearm off duty must have on their person or at hand proper identification, including department issued badge and identification card.

No officer shall carry any firearm while under the influence of alcohol and/or drug that would impair the officer's performance.

Firearm Specifications

- o Department Firearms
 - o Issued personal firearm shall be a Glock Gen 5 Model 45 – 9mm.
 - o Patrol rifle shall be an AR-15 style 5.56 NATO and/or .223 calibers.

- o Secondary Firearm

- o Secondary firearms may be an approved revolver or semi-auto pistol of 38 special, 380 auto, 40 S&W, 45 auto or 9mm (9x19) caliber. The secondary weapon must be approved by a Department Firearms Instructor utilizing the Request to Utilize Secondary Firearm form.

[Authorized Less Lethal Weapons](#)

Officers may only use less lethal weapons within the scope of their employment and authority to use such weapons and then only with the degree of force necessary to affect the officers' lawful objective. Officers are prohibited from carrying or using any less lethal weapon other than those approved by the Chief of Police.

Expandable Baton

The current approved and issued expandable baton is an expandable baton of metal construction. The department will issue each officer an expandable baton. Uniformed officers shall carry on their duty belt the issued expandable baton in the issued baton holder.

Chemical Agent

The department will issue each officer an approved chemical agent spray for use. Uniformed officers shall carry on their duty belt the issued chemical agent container within the department issued chemical agent holder.

Larger quantities of chemical agents may be stored in each patrol supervisor's vehicle for use in large disturbances.

CEW

The department issues approved CEWs for use. Only properly functioning and charged CEWs are to be carried. Uniformed officers working road patrol will carry a CEW.

[Authorized Ammunition](#)

Only department approved and issued ammunition will be used in any firearm carried by an officer in either an on duty or off duty status.

Ammunition Specifications

- Department Firearms Ammunition
 - o 9mm Federal HST2 147 grain.
 - o 5.56 NATO and/or .223 62 grain Speer Gold Dot.

- Secondary Firearms Ammunition
 - 9mm (9x19) 147 grain Gold Dot Hollow Point;
 - 380 auto 90 grain Gold Dot Hollow Point;
 - 40 cal. 180 grain Gold Dot Hollow Point;
 - 45 auto 230 grain Gold Dot Hollow Point;
 - 38 special +P caliber 135 grain Gold Dot Hollow Point;
 - 10 mm 200 grain.

- Training Ammunition
 - 9mm 147 grain American Eagle Full Metal Jacket Flat Point;
 - 5.56 NATO and/or 223 62 grain Full Metal Jacket.

Euthanizing Animals – Authorized Weapons & Ammunition

The following steps shall be followed:

- Request permission from shift supervisor to euthanize a sick/injured animal;
- Euthanize the animal in a safe manner and direction;
- Complete an incident report to include the following information: Supervisor granting permission, type of weapon and number of rounds used.

The handgun will be used to euthanize large animals such as deer that are sick or injured. The .22 rifle should be used on smaller animals such as raccoons.

Should the animal euthanized be small, such as a raccoon, officers will place carcass in a plastic garbage bag and transport to Day Heights Veterinary Clinic (5628 Wolfpen Pleasant Hill Road, Milford, OH 45150). If during business hours, officer will contact staff informing them of carcass and ask where to place it. After hours, officer is to place the bag at the rear of the building next to the rear door. Somewhere on the outside of the bag, officer needs to identify it as being from Miami Township Police Department.

[Review, Inspection & Approval of Weapons](#)

Department Owned Firearms

Every department owned firearm shall be inspected by a department firearms armorer upon original receipt of the firearm, before placing the firearm in an operational readiness status. The inspection shall be made to determine if the firearm meets department specifications, is safe and in good working order. The armorer completing the inspection shall complete the Firearms Inspection Report form.

After issuance or being placed in an operational readiness status, department owned firearms shall be inspected by a department firearms armorer annually. This annual inspection shall be made to ensure maintenance and care guidelines have been followed and that the weapon is safe and in

good working order. The armorer completing the inspection shall complete the Firearms Inspection Report form.

Secondary Firearms

A firearm that an officer requests to utilize as a secondary firearm must meet the department established requirements for such firearms. Prior to use in any capacity, the officer shall complete a Request to Utilize Secondary Firearm form. The secondary firearm shall be inspected by a department firearms armorer to determine that the firearm meets department specifications, is safe and in good working order. This inspection shall be documented on the request form.

After the initial inspection and approval by the Chief of Police, a department firearms armorer shall inspect approved secondary weapons annually. This annual inspection shall be made to ensure maintenance and care guidelines have been followed and that the weapon is safe and in good working order. This inspection shall occur at the annual qualification and be documented on the Firearms Qualification Report form.

Less Lethal Weapons

- CEW's are inspected upon initial issuance and by officers at the beginning of each shift.
- Expandable batons and chemical agents are inspected upon issuance and during each Less Lethal Weapon qualification.

Removal of Unsafe Weapons

Any department owned firearm found to be in an unsafe condition shall be immediately seized. A report concerning the circumstances shall be made and forwarded to the Patrol Division Supervisor.

Any secondary firearm found to be in an unsafe condition shall immediately revoke the authorization to utilize the firearm. A report concerning the circumstances shall be made and forwarded to the Chief of Police who shall rescind the secondary firearm authorization form.

No weapon, which is removed from use because of an unsafe condition, shall be returned to use until which time the unsafe condition has been corrected and a firearms armorer has inspected, test fired and approved the weapon for use. This re-inspection shall be documented on the Firearms Inspection Report form.

Any less lethal weapon found to not be functioning properly shall immediately be removed from service by the officer discovering the malfunction. A report concerning the circumstances shall be made and forwarded to the Patrol Division Supervisor.

No less lethal weapon removed from service shall be returned to use until the weapon is repaired or replaced.

[Record of Agency Approved Weapons](#)

Department Owned Weapons

A designated firearm/less lethal weapon instructor shall maintain a master list of department owned and approved lethal and less lethal weapons.

The designated firearm/less lethal weapon instructor shall forward to the Support Services Lieutenant and the designated Sergeant of uniform/equipment issuance, the make, model, serial number and location of the weapon or to whom the weapon was issued. The Support Services Lieutenant shall update the agency owned property listing. The designated Sergeant in charge of maintaining the officers record of issued uniform and equipment shall update the uniform/equipment issuance form.

Secondary Firearms

Upon approval of a secondary firearm, the Request to Utilize Secondary Weapon form shall be forwarded to the Training Coordinator, who shall place the secondary firearm approval form in the officers Weapons & Qualification training file.

[Storage of Agency Authorized Firearms](#)

Department authorized firearms are to be secured at all times. This includes when the weapon is on the officers' person, while in transport and at home.

Department firearms that are not issued are to be stored and secured in the department's armory.

Department issued shotguns and AR-15's are to be secured in their assigned vehicle utilizing the locking gun mounts (when applicable).

4.3.2 Demonstrating Proficiency with Weapons

Each officer will display understanding and proficiency through qualification and testing annually (firearms & CEW) or biennially (expandable baton & chemical agent) under the department use of force directive to be authorized to carry or use any firearm or less lethal weapon.

In addition to any other qualification for proficiency, each officer must achieve a minimum of score of 90 percent on a written test that covers the police department's directives on the use of force. This written exam will be administered no less than once each year in conjunction with use of force training and proficiency qualification.

All sworn personnel, upon hiring and during Phase One of the Field Training Program will display understanding and proficiency through qualification and testing under the department use of force directive to be authorized to carry or use any firearm or less lethal weapon.

Firearms Proficiency

Annually, each officer will qualify with all department issued firearms and approved secondary firearm. The firearm qualification course will be drawn up by the department firearms instructors and will be approved by the Chief of Police. Qualification courses shall require the officer to use the weapons in the same manner as they are accustomed to using them. No less than once each year the course of fire will at a minimum meet the State of Ohio minimum firearms qualification guidelines.

Less Lethal Weapon Proficiency

Annually, each officer authorized to carry a CEW will demonstrate proficiency with the CEW.

Biennially, each officer will demonstrate proficiency with the less lethal weapons: expandable baton & chemical agent.

The less lethal proficiency requirements will be drawn up by certified less lethal weapon instructors and will be approved by the Chief of Police.

4.3.3 Annual/Biennial Proficiency Training

Annually, each officer will qualify with all department issued firearms and approved secondary firearms.

Annually, each officer authorized to carry a CEW will demonstrate proficiency with the CEW.

Biennially, each officer will qualify with the less lethal weapons: expandable baton and chemical agent. This qualification includes testing in weaponless control techniques.

A certified weapons or tactics instructor shall monitor firearm, less lethal weapons and weaponless control techniques testing and proficiency.

The results of all firearms, less lethal weapons and weaponless control techniques proficiency and testing shall be in writing and the results shall be filed with the department training coordinator.

Officers who fail any of the following shall not be authorized to carry such weapon until which time they have successfully completed a course of remedial training under the instruction of a certified weapons or tactics instructor.

- Firearms
 - Failure to obtain a qualifying score with all issued & secondary firearms;
 - Failure to pass the written test as provided in this directive;
 - Failure to display proficiency in the handling and care of firearms;
 - Failure to attend an annual qualification and testing.

- Less Lethal Weapons
 - Failure to obtain a passing score with less lethal weapon proficiency testing;
 - Failure to pass the written test as provided in this directive;
 - Failure to attend an annual (CEW) or biennial (expandable baton and chemical agent) qualification and testing.

Officers after receiving a course of remedial instruction in the areas where they failed to meet the department's required qualification guidelines and who after receiving such instruction continue to fail qualification and/or proficiency testing with their issued weapons or the written test, will be referred by the certified instructor to the Patrol Division Supervisor with a recommendation for medical evaluation, additional training, recession of privilege to carry the weapon or disciplinary action. The Patrol Division Supervisor shall within forty-eight hours of being notified of such deficiency, review each officer's individual circumstances and make a written report as to the most appropriate course of action to be taken. The Patrol Division Supervisor shall guide his action and decision toward bringing the deficient officer into compliance with the department's weapon directive requirements.

Retired Officer Annual Application/Qualification

Miami Township offers an annual application/qualification process for retired Miami Township Officers.

The Range Master will make an annual notification to retired officers that will include range date and time and notification to complete the Retired Law Enforcement Firearm Qualification Application with a due date.

Retired Miami Township Officers who complete the Retired Law Enforcement Firearm Qualification Application and who are approved to participate by the Chief of Police will be scheduled to qualify during a Miami Township scheduled range date.

The Retired Law Enforcement Firearm Qualification Application and any accompanying documentation will be maintained with department firearm records.

4.3.4 Prerequisite to Carrying Lethal/Less Lethal Weapons

Each officer will display understanding and proficiency through qualification and testing during phase one of the field training program and thereafter, annually (firearms & CEW) or biennially (expandable baton, chemical agent & weaponless control techniques) under the department use of force and use of deadly force directive and policy statements to be authorized to carry or use any firearm or less lethal weapon.

A receipt showing that an officer has access to, has read and understands the police department's use of force and use of deadly force directive and policy statements will be signed by the officer and maintained by the training coordinator as indicated.

- Upon initial employment;
- Upon any revised issuance of this directive.

4.3.5 Firearms Range

Purpose Range Utilized

The Miami Township Police Department utilizes various firearms range locations. The purpose of utilizing the firearms range is to provide firearms training to sworn or retired officers of the Miami Township Police Department. The firearms range will be used for approved law enforcement training and qualifications. The firearms range will first be approved by a firearms instructor to determine any range restrictions before the start of any training. Law enforcement personnel or authorized participants of the training are the only individuals allowed on the range during any of these events.

Safety Procedures and Range Rules

Range rules may vary depending on the managing entity. However, documented safety procedures and range rules will be reviewed with all participants prior to any training event. The department's Firearms Instructors oversee range discipline. Officers failing to comply with the rules of the range could be requested by the department Firearms Instructor(s) to leave the range and be subject to disciplinary action. Standard safety procedures utilized by departmental firearms instructors include:

- Eye and ear protection are mandatory and will be worn at all times when on the range.
- Body armor will be worn at the discretion of the Range Master/Firearms Instructor while the firearms range is in use.
- Handle all firearms as if they were loaded.
- Keep your firearm pointed downrange.
- Weapons will not be loaded until the command to load is given by the Range Master or Firearms Instructor.
- No person shall advance forward of the firing line until the line has been declared clear and safe by a range officer.
- The firing line will be considered safe by the range officer when all weapons are unloaded or holstered.
- Carelessness and horseplay are prohibited
- Keep your finger out of the trigger guard until you are ready to fire.
- Shooters will only shoot from designated areas.
- Shooters will only use ammunition and targets authorized by policy and the training section.
- All injuries will be reported to the firearms instructor or supervisor on duty.
- Cease fire should be called by ANYONE who observes an unsafe condition.

Range Supervisor

The range will be under the exclusive control of the Firearms Instructor(s). All members

attending will follow the directions of the Firearms Instructor(s). The Instructor(s) will maintain a roster of all members attending the range and will submit the roster to the Training Coordinator after each range date. The Firearms Instructor(s) have the responsibility of making periodic inspections, at least once a year, of all duty weapons carried by officers of this department to verify proper operation. The Firearms Instructor(s)/Armorer has the authority to deem any department-issued or privately owned firearm unfit for service. The member will be responsible for all repairs to his/her privately-owned firearm. It will not be returned to service until inspected and approved by the Armorer. The Firearms Instructor(s) has the responsibility for ensuring each member meets the minimum requirements during training shoots, and on at least a yearly basis, can demonstrate proficiency in the care, cleaning, and safety of all firearms the member is authorized to carry.

The Firearms Instructor(s) shall complete and submit to the Chief of Police and Training Coordinator documentation of the training courses provided. Documentation shall include a lesson plan of the training provided and a list of each member who completes the training. The Firearms Instructor(s) should keep accurate records of all training, qualifications, repairs, maintenance, or other records as directed by the Chief of Police and/or Training Coordinator.

Authorized Weapons, Ammunition, Targets and Equipment

Only Miami Township Police Department approved weapons, targets, ammunition, and equipment will be used during any firearms qualifications and training.

Required Safety Equipment

All personnel on the range shall wear hearing protection. All shooters on the line shall wear hearing and eye protection, as well as a ballistic vest. A first aid kit, fire extinguisher, portable radio, and cell phone will remain readily accessible at all times while there is training at the range. Any injuries sustained during training at the range shall be immediately reported to the Firearms Instructor(s) or range staff. Written notification will then be provided to supervisory personnel.

Training and Certification Requirements for Range Instructors

All personnel working in the capacity of a Firearms Instructor shall complete the appropriate training to be a certified Firearms Instructor. Firearms Instructors shall receive emergency medical response training and/or first aid training.

Storage of Ammunition and Weapons

All personnel are responsible for the weapons and ammunition issued to them. Firearms and ammunition shall be worn or stored appropriately and safely at all times. All authorized ammunition being stored at the Department must be secured (padlocked) in a police officer's assigned locker or be stored in the armory.