

# YOUTH SERVICES POLICY

<b>Title:</b> Firearms Training, Use and Revocation <b>Next Annual Review Date:</b> 07/14/2018	<b>Type:</b> C. Field Operations <b>Sub Type:</b> 1. General <b>Number:</b> C.1.8
<b>Page 1 of 18</b>	
<b>References:</b> Gun Control Act of 1968; Law Enforcement Officers Safety Act of 2004; La. R.S. 14:20, 14:40, 15:574.8 and 15:825.2; La. Administrative Code, Title 22, Part III, Subpart 4; C.Cr.P.Art. 201, 227.1, and 899 (B); Civil Service Rule 6.16 (a); Division of Administration, Office of Risk Management, Loss Prevention Unit; ACA Standards 2-CO-1C-01 and 2-CO-3A-01 (Administration of Correctional Agencies), 2-7163, 2-7164, 2-7164-1 (Standards for Juvenile Probation and Aftercare Services); YS Policies A.2.19 "Commissioned Probation and Parole Officer-Juvenile Special Agents", A.2.24 "Staff Development and Training Plan", A.2.72 "Premium Pay", A.3.1 "Asset Management", C.2.6 "Use of Interventions-Secure Care", and C.5.2 "Regional Office Duty Officers & Facility Administrative Officers (ADOs) Reporting of Serious Incidents"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>James Bueche, Ph.D., Deputy Secretary</i>	<b>Date of Approval:</b> 07/14/2017

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish a uniform policy regarding firearms training; safe and proper use of firearms; firearm revocation and pulling commission cards.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Facility Directors, Regional Managers, YS commissioned officers/special agents in the probation and parole series and YS commissioned special officers.

**IV. DEFINITIONS:**

**Arrest** - The taking of one person into custody by another. To constitute arrest there must be an actual restraint of the person. The restraint may be imposed by force or may result from the submission of the person arrested to the custody of the one arresting him. (C.Cr.P.Art.201)

***Certified Regional Officer Armorer*** – Staff member who maintains certification as a Glock Armorer and serves as the inventory control liaison for the office's ammunition and weapon inventories. The Regional Armorer cannot be serving the agency as a Firearms Instructor (NRA or POST) while serving as the Regional Office's Armorer.

***Commissioned Officer*** - A probation and parole employee who has been issued a commission by the Deputy Secretary to carry a firearm when necessary to safely perform their required duties. (Refer to YS Policy No. A.2.19)

***Commissioned Special Officer*** - Investigative Services staff and OJJ executive staff who have been commissioned by the Louisiana State Police.

***Deadly Force*** - Any intentional force that is capable of causing death or serious physical harm.

***Level II Holster*** - A holster with a primary and secondary retention/security device. The handgun cannot be removed from the holster when the primary security is locked. When the primary security is unlocked, the secondary retention/security device is designed to prevent the handgun from falling out of the holster when turned upside down.

***On Duty*** - When an employee is being compensated on an hour-for-hour basis under the Fair Labor Standards Act for actual time worked. Officers are not considered to be on duty when serving as YS Duty Officer.

***Peace Officers Standards and Training (POST)*** - Established by Act 397 of 1976, as amended, to develop training standards for police officers in the State of Louisiana.

***Qualified Regional Firearms Instructors*** - Individuals who have received certification by the NRA or POST as appropriate to the training being conducted and the certification issued.

***Qualified State Firearms Instructor*** – A Central Office employee designated by the Chief of Operations, and Probation and Parole employees, designated by vote of the Regional Directors, who is certified as a firearms instructor by the National Rifle Association (NRA) and/or Peace Officers Standards and Training (POST) Council. This officer coordinates in-service training for all OJJ firearms instructors statewide and oversees the ordering and distribution of ammunition and firearms equipment.

***Regional Managers*** - Managers of the Community-Based Services (CBS) field offices located throughout the State.

***Reportable Accident*** - The drawing or displaying of a handgun during performance of duty or an allegation of the misuse of a handgun.

**Revocation** – *The taking of an officers weapon and commission card under circumstances outlined in this policy*

**Safe** – A condition whereby an Instructor has physically and visually inspected a shooter's weapon and magazines and determines they contain no rounds of ammunition. The weapon should have the slide locked to the rear or have the action open. Once the condition is identified as safe, no ammunition should be loaded into a magazine or weapon until the shooter has been instructed to do so.

**Special Agent** – A probation and parole series employee hired prior to January 2000, whose authority to carry a weapon is pursuant to La. R.S.15:825.2.

**Transport Officer** – An employee whose primary function is transporting youth and who has been trained in "Pressure Point Control Tactics" (PPCT) (including impact weapon), use of chemical agents, officer survival and adolescent behavior.

## V. POLICY:

It is the Deputy Secretary's policy that all YS employees required to maintain status as a commissioned officer / special agent / commissioned special officer shall receive firearms training as outlined in this policy.

Officers are required to carry an agency issued firearm in the performance of their duties according to the requirements set forth in this policy.

Use of a personal handgun is prohibited in the performance of agency duties.

Commissioned officer/special agent/commissioned special officer status does not authorize an officer to carry a handgun when not on duty.

Revocation of the employee's authorization to carry a firearm shall be handled by the Regional Manager pursuant to Section XI below.

## VI. FIREARMS TRAINING:

A. All new probation and parole series staff shall undergo necessary initial firearms training by a qualified Firearms Instructor. Each new officer shall be required to pass the POST pre-academy firearms training within 30 days of hire, and achieve a minimum passing score of 96 on the POST Handgun Qualification Course as part of new employee orientation and training. Officers must be able to qualify on the POST course prior to attending a POST academy.

B. It is the responsibility of the Firearms Instructor to fill out Firearms Training Log Sheets [see Attachment C.1.8 (n)] for each staff member receiving Firearms Training from that Instructor for every drill or exercise from the firearms manual. A log sheet can list up to seven courses or drills for each individual staff member.

1. The instructor must place the individual name of staff member and their personnel number on the top of each Firearms Training Log sheet.
  2. The Firearms Instructor must place the date that a staff member went to the range for each drill or described type of training on the Firearms Training Log Sheet.
  3. The Firearms Instructor must fill in the exercise number from the firearms manual for each drill in the Drill Number/Description of Training section of the Firearms Training Log Sheet. If a drill/exercise that was not in the firearms manual was used, a short description of the drill/exercise must be written into the section for each described type of exercise.
  4. If a course or drill has an expiration date, then the day the course or drill expires must be written into the appropriate section of the Firearms Training Log Sheet.
  5. The Firearms Instructor must place their name in the Instructor section of the Firearms Training Log Sheet for each course, drill, or exercise they teach.
  6. After all seven spaces of the Firearms Training Log Sheet have been filled up, another sheet must be started and attached to the completed sheet.
  7. The Firearms Training Log Sheets for an individual employee will be stored in the employee's personnel file.
- C. Officers who fail to meet the minimum passing score of 96 shall receive additional training and shall be required to achieve the minimum score.
- D. No officer shall be granted permanent status until successfully completing a POST academy. Officers who fail to pass the POST Academy during the first two (2) years of employment shall be separated from employment.
- E. The agency shall issue an approved handgun to each commissioned officer / special agent / commissioned special officer.
- F. An officer shall not carry a firearm in the performance of his duties until he is properly qualified and familiarized with YS policies regarding firearms. The "Firearms Orientation and Training" document [see Attachment C.1.8 (h)] contains the course of instruction—which must be taught to an officer prior to issuing a handgun.

An officer may only carry a firearm he has used to qualify, defined by model and serial number. Firearms shall be issued to each officer by the certified Regional Office Armorer.

Once qualified to carry a firearm, each officer must re-qualify annually with the firearm he is authorized to carry. Officers who fail to re-qualify within twelve (12) months from the date of the previous qualification must complete the eight (8) hour pre-academy classroom training and shoot a minimum of four POST courses with a passing average score of eighty percent (80%), and shall not be allowed to carry a firearm in the performance of his duties until requalification is accomplished.

A Commissioned Officer/Special Agent who has failed to qualify within twelve (12) months and fails to receive a passing score after completing the mandatory training, may be terminated based on an inability to perform the essential functions of the job, pursuant to YS Policy No. A.2.19.

G. Confirmation that an officer has completed a firearms qualification course shall include documentation that:

1. The officer has been instructed in the agency's policies on carrying firearms and the use of deadly force, in addition to successfully completing the PPCT Defensive Tactics course as well as the Field Safety Awareness Course pursuant to YS Policy No. A.2.19.

2. The officer has read and understands the "General and Range Safety Rules" [see Attachment C.1.8 (i)].

(Prior to the initial firearms training each officer shall review the rules with his supervisor or qualified Regional Firearms Instructor. A signed copy of Attachment C.1.8 (i) shall be retained in the officer's personnel file.)

3. The officer has been trained on the firing range and has successfully completed the POST Handgun Qualification Course with an agency issued handgun and obtained a minimum score of 96.

4. The "Range Sign In and Rules Confirmation Sheet" [see Attachment C.1.8 (g)] shall be used to document the officer's presence at the range and review of an attached copy of the "General and Range Safety Rules".

5. The Firearms Training Log Sheets documenting all the courses an officer has taken pursuant to that qualification.

H. Every officer is required to be re-qualified annually on the POST Handgun Qualification Course by a Louisiana POST Certified State Firearms Instructor, and to recertify in PPCT Defensive Tactics according to POST guidelines. If

an officer fails to re-quality, the procedures outlined herein and in YS Policy No. A.2.19, Section VI shall be adhered to.

In addition to re-qualifying on the firing range, each officer shall receive eight (8) hours of classroom training, including but not limited to:

1. YS Policies;
2. Shoot/don't shoot scenarios;
3. Arrest techniques;
4. Shooting at moving targets;
5. Liability of carrying firearms; and
6. Other topics deemed appropriate by the qualified State Firearms Instructor.

- I. As directed by the POST Council, beginning January 1, 2014, in-service training requirements became mandatory.

Each Basic (Level 1, 360 hour) certified officer, excluding elected and appointed agency heads, shall be required to complete the following 20 hour in-service requirement between January 1st and December 31st annually, beginning the first calendar year after receiving their POST certification:

1. Eight (8) hours of Firearms training (may include POST Qualification);
2. Four (4) hours of Defensive Tactics training;
3. Two (2) hours of Legal Updates and Instruction; and
4. Six (6) hours of Electives (may not include overages of training from the 1-3 above).

The POST certification of any officer who fails to meet the 20 hour requirement outlined in 1 - 4 above by December 31<sup>st</sup> of each year will lapse. The Regional Manager shall revoke the officer's authorization to carry a firearm. The officer will then be given a 90 day probationary period in which to make up his hours. If the officer fails to cure the deficiency within the 90-day probationary period his/her POST certification shall subsequently become invalid.

Designated training coordinators will be required to manage the in-service training information of the agency's officers throughout the year. The designated training coordinators will be required to use the Learning

Management System (LMS) at <http://training.lcle.la.gov/> to schedule and document the on-line and instructor-led training. (The PC-16 and PC-17 forms were discontinued after January 1, 2014, and are therefore no longer accepted.)

Training Coordinator and Student Self-Help Manuals are available for assistance in navigating LMS.

- J. Firearms safety and vigilance are critical aspects of an officer's duties. As firearms safety is paramount, any officer failing to adhere to all firearms safety rules shall be removed from the firing range and subject to disciplinary action.
- K. Secure care employees shall not be required to undergo firearms training. However, any officer/employee subsequently issued a handgun for the performance of their duties must be appropriately qualified pursuant to this policy.
- L. In addition to POST training requirements, all Commissioned Officers/Special Agents shall be required to complete 16 hours of training on the range annually, with this training occurring no less than once every six (6) months.
- M. All POST certified Firearms Instructors shall follow the approved firearms curriculum for both the 8 hour classroom training and all training conducted on the range.
- N. Qualified Regional State Firearms Instructors shall review the "General and Range Safety Rules" with all officers at the start of each range training session. Each officer shall sign and date the "General and Range Safety Rules Confirmation Sheet" to indicate they reviewed, understood and will comply with the rules.  
  
A copy shall be filed in the qualified Regional Firearm Instructor's records for each training session after the initial firearms training, which shall be maintained in the employee's personnel file.
- O. The range shall not be called "safe" or thought to be safe until the Firearms Instructor has physically and visually inspected all shooter's weapons and magazines and determined they contain no rounds of ammunition. The weapon shall have the slide locked to the rear or have the action open.

**VII. FIELD PROCEDURES:**

- A. Officers (Special Agents) hired prior to January 21, 2000 who do not wish to carry a firearm in the course of their regular/routine job duties shall not be required to do so, and shall complete the "Waiver to Carry a Firearm" form [see Attachment C.1.8 (a)]. If the officer was hired before January 21, 2000, a gun shall be made available in the CBS Regional Office should they request or are required to carry one for a particular job assignment.
- B. Except as provided in A. above, all commissioned officers/special agent/commissioned special officers shall carry their approved firearm on their person when performing any of the following functions:

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1. Transporting youth to secure care;
  2. Taking youth into custody;
  3. Assisting law enforcement agencies in warrant sweeps or community policing activities; and
  4. Certain job assignments at the discretion of the agency.
- C. Except as provided in A. above, all commissioned officers must carry their weapon in the community when conducting routine personal contacts with the youth and/or their family.
- D. If a situation arises while the officer is in the field, where the nature and purpose of the officer's activity would jeopardize his/her safety, the officer shall disengage and immediately report such to the Regional Manager for further instruction and assistance.
- E. Transport Officers hired strictly for the purposes of transporting youth, shall not at any time carry a firearm; they shall rely on their training in the Use of Interventions such as PPCT, use of chemical agents, field officer safety awareness and adolescent behavior training.
- F. Officers are assigned firearms for the purpose of self-protection. The firearm should be worn in an inconspicuous manner and concealed when possible to protect a youth's confidentiality.
- When an officer is assisting a law enforcement officer or participating in the arrest of a youth, his firearm and badge should be plainly visible for tactical purposes and to clearly identify his role as a peace officer.
- G. When carrying a firearm, a commissioned officer/special agent shall also carry at least one intermediate weapon (chemical agent or baton) that he/she has been trained to use, as well as an extra fully loaded magazine and one pair of handcuffs.
- H. A commissioned officer/special agent shall wear body armor when assisting local law enforcement in the following circumstances:
1. Warrant sweeps or community policing activities;
  2. Taking into custody a youth on a verified complaint or attachment/warrant; or
  3. Taking physical custody of the youth from his/her home to transport him/her to secure care.
- I. Each officer is responsible for the care and maintenance of his handgun which shall be clean and operational at all times. An officer's handgun shall be accessible to him whenever he is on duty.



- J. Less-than-lethal munitions [Chemical Aerosols (see Attachment C.1.8 (b))] provided by the agency shall be used as an alternative to deadly force when possible. All staff authorized to utilize less-than-lethal munitions shall be trained in the use according to the manufacturer's guidelines.

Training shall include:

1. Instructions on when to use non-lethal munition;
2. The types of approved non-lethal munitions;
3. How to properly use and dispense non-lethal munitions; and
4. Safety gear, including eye protection.

Training shall be conducted on an annual basis or as needed when new non-lethal munitions are added to the approved weapons list [see Attachment C.1.8 (b)].

- K. When visiting or doing business in institutions or organizations which prohibit weapons on the premises, commissioned officers shall not carry a firearm or prohibited weapon or non-lethal munition.

When entering a secure care facility by walking through the gate, your firearm or prohibited weapon or non-lethal munition shall be locked in the trunk of your vehicle in the parking lot.

When driving onto the grounds of a secure care facility, your firearm or prohibited weapon or non-lethal munition shall be locked in a designated lock box at the front gate. The weapon shall be handled by the owner and not the front gate staff.

**NOTE: Do not work/manipulate the action to unload and/or load the weapon while in any parking lot. The more the action is manipulated, the more chance of an accidental discharge.**

- L. No alcoholic or controlled substances shall be ingested prior to or while carrying a firearm.

Employees taking prescription medications or experiencing a medical or emotional condition, shall obtain a written statement from the prescribing physician of the employee's ability/inability to safely carry a firearm while on the prescribed medication. Employees must provide the physician's statement to their immediate supervisor, who shall forward a copy to the Regional Manager immediately upon the employee's return to work after being prescribed the medication.

If there is a medically noted issue, the Regional Manager shall immediately advise the Regional Director. The Regional Director shall consult with Legal Services on a case-by-case basis, and a final decision as to whether the

employee shall continue to possess a firearm while under the care of a physician shall rest with the Regional Director. If necessary, a temporary job assignment may be issued in consultation with Public Safety Services Human Resources.

Employees taking prescription medication on the effective date of this policy are obligated to provide a statement from their physician within 45 days of their ability/inability to safely carry a firearm to their immediate supervisor.

Documentation of prescription medication usage shall be maintained in the employee's medical file which shall be confidential and maintained in a locked cabinet in the Regional Manager's office.

- M. An officer, immediately upon learning she is pregnant, should notify her supervisor. A "Medical Certification Form" must be completed by the attending physician outlining approved duties while the officer is pregnant, including approval of any firearms training/shooting activities. (Refer to YS Policy No. A.2.28)

**VIII FIRING /ACCIDENTAL DISCHARGE OF A FIREARM:**

- A. Except during approved training, an officer shall only fire his weapon to prevent another person from doing great bodily harm to the officer or another person. Any discharge of a firearm in the direction of another is considered a use of deadly force. An officer shall not discharge a firearm under circumstances that would subject others to possible injury or death, unless failure to do so would create immediate and substantial threat of serious bodily injury to the officer or another person.
- B. Warning shots are forbidden.
- C. Firearms shall be utilized only as a last resort and only as authorized herein.
- D. In the utilization of firearms, the following procedures shall be followed:
  - 1. Verbal warning (if feasible) to cease actions; and
  - 2. Shoot to stop the threat of serious bodily harm.

Note: The only exception to the provisions of Section VIII.D.1 is when the circumstances require immediate action to protect life.

- E. Any officer who draws his firearm in a situation other than on the firing range or to clean or store it, shall report the incident to his supervisor or the Regional Manager and complete an Unusual Occurrence Report (UOR) by the end of his tour of duty. The Regional Manager shall immediately forward the report to the appropriate Regional Director.

The incident must also be reported to the Office of Risk Management (ORM), Loss Prevention Unit on the DA3000 form within 48 hours pursuant to guidelines established in the unit's General Safety Program. The DA3000 form may be accessed on ORM's website at: <http://doa.louisiana.gov/orm/lpforms.htm>.

When an officer draws his weapon outside of training, he shall identify himself as an officer. Other reporting and follow-up action regarding use of firearms and use of force shall be in accordance with YS Policy No. C.5.2.

Commissioned special officers shall report up their chain of command incidents described in this paragraph.

- F. If a weapon is discharged during an incident which results in an injury, the officer shall take the following steps:
1. Leave the weapon as it was subsequent to firing it, holster it and secure the shooting scene without disturbing anything, except to relieve a suspect of his weapon, to protect the officer or others and/or to maintain order.
  2. Report the incident immediately to local authorities and request medical assistance if needed.
  3. Direct all witnesses to remain at the scene until law enforcement arrive.
  4. Immediately report the incident to the officer's immediate supervisor, who shall be responsible for notifying the Regional Manager, who shall immediately notify the appropriate Regional Director. If the officer cannot immediately get in contact with his supervisor or Regional Manager, he shall contact the appropriate Regional Director directly, who shall then notify the Assistant and Deputy Secretary.

Commissioned special officers shall report incidents described in this paragraph up their chain of command. The Unit Head shall ensure the incident is reported to ORM within 48 hours.

5. Make no formal statement until consultation with Legal Services and with the express approval of the appropriate Regional Director.

In the case of commissioned special officers, approval must be granted by the Assistant Secretary or the Deputy Secretary, as the chain of command dictates.

The officer must cooperate and give information to the local authorities involved in the investigation of the incident, but shall only give factual information.

6. As soon as possible after the officer has given notification of the shooting, but no later than the end of the officer's tour of duty, a UOR shall be completed which includes the following:
  - a. Name of the officer;
  - b. CBS Regional office; (not needed for CSO reports)
  - c. Location of the incident;
  - d. Day, date, and time of incident;
  - e. Weapon type and serial number;
  - f. Reason weapon was fired;
  - g. Number of shots fired;
  - h. Name of victim (if any);
  - i. Witnesses;
  - j. Name of local law enforcement agency notified;
  - k. Name and rank of officer who investigated the incident;
  - l. Person who completed the report; and
  - m. The time the report was completed.
  
7. If a YS weapon is taken for evidence, the officer shall request a written receipt and insure it is attached to the UOR.
  
- G. If a weapon is discharged with or without resulting injury, the Regional Manger shall direct the officer to report to an OHC for a drug screen and alcohol testing pursuant to YS Policy No. A.2.7, as soon after the incident as possible, unless a blood test has previously been administered.
  
- H. Accidental discharge of a weapon which does not result in an injury shall be reported immediately to the Regional Manager, and a UOR shall be completed prior to end of the officer's tour of duty. The Regional Manager shall immediately verbally report the incident to the appropriate Regional Director, followed by an immediate email notification.

Commissioned special officers shall report incidents described in this paragraph up their chain of command The Unit Head shall ensure the incident is reported to ORM within 48 hours.

The employee's firearm shall be confiscated until a final decision is rendered following the Shooting Review Panel.
  
- I. A Shooting Review Panel shall review the circumstances surrounding each incident where firearms are accidentally discharged by YS staff or an injury results by YS staff, and shall make recommendations as necessary. The panel shall convene within 30 days from the date of an incident.

J. The Shooting Review Panel shall consist of the following:

1. Deputy Secretary/designee
2. Assistant Secretary
3. Chief of Operations
4. Regional Directors
5. General Counsel/designee
6. Qualified State Firearms Instructor

K. The written findings/recommendations of the Shooting Review Panel shall be completed within 30 days from the date of the final review hearing and submitted to the Deputy Secretary.

**IX. INVENTORY, MAINTENANCE, ISSUANCE AND STORAGE OF FIREARMS AND AMMUNITION:**

A. Inventory

1. A "Master Firearm Inventory" [see Attachment C.1.8 (c)] of all agency issued firearms shall be maintained in each CBS Regional Office by the certified Regional Officer Armorer. The inventory shall be modified when a firearm is added, removed or reassigned to another officer. A record of every firearm removed from the inventory shall also be maintained utilizing the "Firearms Removed from Inventory" form [see Attachment C.1.8 (d)].
2. An "Individual Firearm Tracking Chart" [see Attachment C.1.8 (e)] shall also be maintained on every firearm. Copies of the "Master Firearm Inventory" shall be sent to the qualified State Firearms Instructor.
3. An "Ammunition Inventory" [(see Attachment C.8.1 (f))] of all ammunition purchased by or issued to the CBS Regional Office shall be maintained by the certified Regional Officer Armorer.
4. A separate perpetual "Ammunition Inventory" [see Attachment C.8.1 (f)] for each type of ammunition issued (e.g. 9mm practice, 9mm service, .40 practice, .40 service) at the Regional Office shall be maintained by the certified Regional Office Armorer.
5. The Director of IS/designee shall follow paragraph "A" above for all commissioned special officers.

**B. Maintenance**

1. A firearm may be inspected at any time by the certified Regional Office Armorer, a supervisor or a qualified State Firearms Instructor, utilizing the "GLOCK Pistol Inspection Form [see Attachment C.1.8 (j)], to determine cleanliness, if it is serviceable or has been modified, and/or signs of abuse.
2. Annually, each firearm carried by an officer shall be inspected by the certified Regional Office Armorer, utilizing the "GLOCK Pistol Yearly Stripped Inspection Form" [see Attachment C.1.8 (k)], to determine cleanliness, ensure that the firearm is serviceable and fit for duty, and has not been modified beyond factory specification, and/or signs of abuse.
3. GLOCK does not require each pistol to be broken down annually. Weapons shall only be fully disassembled if there is a malfunction.

Should a malfunction occur, the assigned officer shall complete a UOR describing the malfunction which shall be submitted to the CBS Regional Officer Armorer, the Central Office State Fire Arms Instructor, the Regional Manager and the Regional Director prior to the end of duty on the day the malfunction occurred.

Upon receipt of the UOR noting the malfunction, the CBS Regional Officer Armorer shall conduct a thorough inspection utilizing the "GLOCK Pistol Malfunction Inspection Form [see Attachment C.1.8 (l)]. Once the weapon is reassembled it shall be field tested by the CBS Regional Office Armorer to ensure functionality prior to reassignment to the officer.

4. Gun cleaning products shall be purchased through the Central Office State Firearms Instructor and distributed to the CBS Regional Offices to ensure the product is biodegradable, non-toxic and non-flammable in order to eliminate the need for a flammable cabinet.

**C. Issuance of Ammunition**

1. CBS Regional Offices shall provide practice ammunition to officers to practice in preparation for qualification, requalification, and to carry as the service round when on duty. Officers shall only carry ammunition issued by the agency. Practice ammunition shall not be carried as service ammunition.
2. Once qualified, officers may be allocated a sufficient amount of ammunition for practice during the year in order to maintain their skill level.

3. All practice shall be under the direction of a certified POST or NRA Firearms Instructor.

**D. Storage**

1. Issued firearms and ammunition not carried by an officer shall be secured in the following manner:
2. All firearms must be secured in a gun cabinet, armory or a lockbox designed for such with a properly applied gun lock on each firearm, or in a locked vehicle.
3. All ammunition must be secured in the armory, a lockbox or in a locked vehicle.
4. In the field, firearms and ammunition must be stored in a locked glove compartment or locked trunk of a locked vehicle. Items shall be stored in a manner where they are not visible to anyone looking in from the outside, or when the vehicle is opened.
5. When an officer is at home, all firearms and ammunition which are carried on duty shall be kept in a locked area such as a gun safe, cabinet, closet or room. Trigger locks shall be applied to all such firearms.
6. Each CBS Regional Office shall have a locked gun safe located in a locked room without windows. The proper use of gun locks on all firearms in storage is mandatory.
7. Non-issued ammunition shall be stored in the armory or gun safe.

**X. THEFT OR LOSS OF A FIREARM:**

- A. The loss or theft of any state owned firearm shall immediately be reported to local law enforcement, the Louisiana State Police, the Regional Manager, the Director of Investigative Services (IS), and the appropriate Regional Director.
- B. In the case of commissioned officers/special agents, the Regional Manager shall immediately verbally notify the appropriate Regional Director followed by an immediate email notification. The Regional Director shall notify the Deputy Secretary, Assistant Secretary and Chief of Operations.

Commissioned special officers shall make notification up their chain of command, ending with the Deputy Secretary.

- C. Before the end of duty, the officer shall immediately submit a written UOR describing the circumstances surrounding the loss or theft to the Regional Manager. The Regional Manager shall forward a copy of the UOR to the Director of IS.

**XI. REVOCATION OF AUTHORIZATION TO CARRY A FIREARM:**

- A. Regional Manager's shall pull an officer's issued firearm and commission card withdrawing authorization to carry a handgun upon the following circumstances:
1. If an officer is involved in a serious weapon incident (an incident involving an injury or property damage), until the investigation is complete.
  2. If the officer is observed in unsafe behavior with a weapon, is in a high emotional state or very angry and/or is threatening to harm him/herself, or another person. If this occurs staff shall immediately complete a UOR.
  3. If, upon inspection by a qualified Regional Firearms Instructor/certified Regional Office Armorer, the officer's handgun is determined to be damaged/modified.
  4. Prior to an officer's termination, suspension or placement on extended leave, including FMLA.
  5. When an officer fails to achieve a passing score on the annual firearms re-qualification.
  6. Upon observation by a staff member and a supervisor of impairment due to suspected drug or alcohol use, emotional or mental problems, or instability or disability. If this occurs staff shall immediately complete a UOR.
  7. Upon receipt of documentation by a doctor, psychologist, psychiatrist, or other mental health professional stating the officer is unable to perform his duties.
  8. Failure of the officer to provide updated physicians' statements regarding prescription medication usage and the officer's ability to safely carry a firearm.
  9. When a Regional Manger determines that the safety of the office and/or public necessitates pulling an officer's weapon.
- B. If not required to be written immediately, staff shall complete and submit a UOR by the end of their tour of duty.



- C. The action shall be reported to the appropriate Regional Director immediately, and steps taken to suspend duties which require an officer to carry a firearm until a determination is made by the appropriate Regional Director, in consultation with the Assistant Secretary and Legal Services. Employees whose authority to carry has been revoked may be subject to disciplinary action.
- D. The Director of IS shall follow Section XI and report up the chain of command for incidents involving commissioned special officers under his supervision.

**XII. INVENTORY, MAINTENANCE, ISSUANCE AND STORAGE OF BULLET PROOF VEST:**

A. Inventory

- 1. A "Master Body Armor Inventory" [see Attachment C.1.8 (m)] of all agency issued vests shall be maintained in each CBS Regional Office by the certified Regional Officer Armorer. The inventory shall be modified when a vest is added or removed. Because the vests are measured for each individual, they shall not be transferred to another officer without the approval of the CO State Firearms Instructor, which shall be documented under the "Additional Notes" column on the master inventory.

B. Maintenance

- 1. Vests should be inspected frequently to ensure the ballistic panel package is not broken, interrupted, cracked or damaged in any way. Any damage shall be reported on a UOR.
- 2. Vests should never be cleaned as a complete armor protection system. Each system component should be cleaned separately in accordance with the attached "Use and Care Guidelines", and should be inspected frequently.

C. Issuance of Vests

- 1. Vests shall be issued to each commissioned officer/special agent in the probation and parole series, and YS commissioned special officers.

D. Storage

- 1. Vests should never be stored in places where it is exposed to high temperatures and/or in combination with high humidity for long period of time. The resistance and performance of ballistic panels are known to change with time and wear, especially when exposed to extreme environmental conditions. Exposure to such extreme environmental conditions may negatively impact the vest's ballistic performance.

2. When not in use, the vests shall be stored in the officer's office or in the armory.

**XIII. CERTIFIED REGIONAL OFFICER ARMORER PREMIUM PAY:**

- A. Pursuant to YS Policy No. A.2.2, premium pay of up to \$50.00 per month shall be authorized for the certified Regional Office Armorer at each CBS Regional Office. Employees assigned armory duties must:
  1. Attend armory school; and
  2. Inspect all weapons annually.
- B. The premium pay shall be removed when a person is no longer utilized as Regional Office Armorer.

**Previous Regulation/Policy Number:** C.1.8

**Previous Effective Date:** 11/29/2016

**Attachments/References:**

- C.1.8 (a) Waiver to Carry Firearm Feb2015.doc
- C.1.8 (b) Weapons List Feb2015.doc
- C.1.8 (c) Master Firearm Inventory Feb2015.doc
- C.1.8 (d) Firearms Removed from Inventory Feb2015.doc
- C.1.8 (e) Individual Firearm Tracking Chart Feb2015.doc
- C.1.8 (f) Ammunition Inventory Feb2015.doc
- C.1.8 (g) Range Safety Rules and Range Consideration Sign Sheet Feb2015.doc
- C.1.8 (h) Firearms Orientation and Training Feb2015.docx
- C.1.8 (i) General Safety Rules Nov16.docx
- C.1.8 (j) GLOCK Pistol Inspection Form Oct2015.docx
- C.1.8 (k) GLOCK Pistol Yearly Stripped Inspection Form Oct2015.docx
- C.1.8 (l) GLOCK Pistol Malfunction Inspection Form Oct2015.docx
- C.1.8 (m) Master Body Armor Inventory.Feb2016
- C.1.8 (n) Firearms Training Log.July2017.doc
- Use and Care Guidelines