

YOUTH SERVICES POLICY

Title: Firearms Training, Use and Revocation	Type: C. Field Operations Sub Type: 1. General Number: C.1.8
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References: 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", C.5.2 "Regional Office Duty Officers & Facility Administrative Officers (ADOs) Reporting of Serious Incidents", and D.2.2 "Off Duty Work Details"	
STATUS: Approved	
Approved By: <i>James Bueche, Ph.D., Deputy Secretary</i>	Date of Approval: 01/09/2020

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, Executive Management Advisor, 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.

Off Duty Detail – Any off duty employment of an OJJ P.O.S.T. certified employee in a job that may involve the potential use of law enforcement authority outside the performance of the employees' official duties that has been approved by the Regional Manager/Unit Head.

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.

Training Records Entry Complete (TREC) - A database used to track training hours of YS Employees at some secure care facilities.

Transport Officer – An employee whose primary function is transporting youth and who has been trained in "Threat Pattern Recognition" (TPR) (including impact weapon), use of chemical agents, officer survival and adolescent behavior.

Uniquely Fitted Vests – Protective (ballistic or stab-resistant) armor vests that conform to the individual wearer to provide the best possible fit and coverage, through a combination of: 1) correctly-sized panels and carrier, determined through appropriate measurement, and 2) properly adjusted straps, harnesses, fasteners, flaps, or other adjustable features. The requirement that body armor be "uniquely fitted" does not necessarily require body armor that is individually manufactured based on the measurements of an individual wearer.

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 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 except when the Agency has authorized the officer to participate in an off duty work detail.

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.

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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 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 until requalification is accomplished. This includes carrying a firearm for Agency approved off duty work details.

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 Threat Pattern Recognition 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 Threat Pattern Recognition. If an officer fails to re-qualify, 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 in person 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 31st 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. As mentioned in Section VI.H, recertification in Threat Pattern Recognition requires eight (8) hours of training annually. These eight (8) hours are in addition to the four (4) hour refresher required as part of in-service to maintain POST certification.

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 Louisiana Employees Online (LEO) database to document the on-line and instructor-led training for TPR recertification.

- K. 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.
- L. Secure care employees shall not be required to undergo firearms training. However, any officer/employee subsequently issued a handgun must be appropriately qualified pursuant to this policy.

- M. 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. Also, all Commissioned Officers/Special Agents shall be required to complete the low light drill on the range annually, as outlined in the Firearms Instructor's Range Manual.
- N. All POST certified Firearms Instructors shall follow the approved firearms curriculum for both the 8 hour in person classroom training and all training conducted on the range.
- O. 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.
- P. 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 and shall wear their vest when performing any of the following functions:
 - 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.

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- 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. Vests may be worn based on location and perceived risks.
- 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 TPR, 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 as a last resort for self-defense of another living thing. A last resort is after a verbal warning has been given and all other means have been exhausted to prevent great bodily harm to the officer or another living thing. Any discharge of a firearm in the direction of a living thing is considered a use of deadly force. An officer shall not discharge a firearm under circumstances that would subject any living thing to possible injury or death, unless failure to do so would allow the threat of imminent danger to remain.
- B. Warning shots are forbidden.
- C. If applicable, the officer is to relieve a suspect of his/her weapon, and safely secure the weapon in a locked glove box or trunk of his/her state vehicle until back up arrives.

Following the discharge of the weapon, and when it is safe to do so, the officer is to secure his/her weapon in the holster and secure the scene without disturbing anything and instruct witnesses to remain on scene until local law enforcement arrives.

The officer shall immediately contact 911 to summon medical personnel if there are injured persons.

The officer shall then immediately notify his/her supervisor.

The officer's supervisor (or available supervisor) shall immediately contact the Regional Manager.

The officer's supervisor shall ensure notification to local law enforcement authorities in all incidents involving the discharge of a firearm, with or without property damage, bodily injury or death.

The supervisor will then immediately report to the scene.

The Regional Manager shall contact the Regional Director who shall make contact with the Deputy Secretary and Assistant Secretary.

Prior to making any formal statement, the officer shall consult with Legal Services and receive approval of the appropriate Regional Director.

Prior to making any formal statement, commissioned special officers shall consult with Legal Services and follow the chain of command to receive approval of the Deputy Secretary or Assistant Secretary.

The officer shall cooperate with local authorities investigating the incident by providing factual information.

- D. Upon arrival to the scene, the supervisor is to relieve the officer of his/her duty weapon, safely unload the weapon and store it in the locked glove box or trunk of the supervisor's locked state vehicle while on scene. Any other weapons obtained on scene are to be turned over to law enforcement upon their arrival.
- E. Prior to leaving the scene a police report number and a written receipt of the YS weapon, if taken for evidence, is to be obtained. Upon leaving the scene the supervisor shall transport the officer to OHC for a drug and alcohol screen to be administered. The supervisor will make arrangements for the involved officer's vehicle to be returned to the regional office.
- F. Upon returning to the regional office, the supervisor is to have the officer's weapon stored in the armory until the incident has been reviewed. The involved officer and the supervisor will complete a UOR within 72 hours of the incident to include:
 - a. Name of the officer;
 - b. CBS Regional office;
 - 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
 - n. Copy of the written receipt if YS weapon is taken for evidence
 - o. Pictures, medical records, victim/witness statements and supplemental reports attached if applicable.

- G. In addition, 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>.

Note: if the involved officer received an injury that was not a result of the discharge of the weapon, procedures of YS Policy A.1.7 are to be referred to and followed.

- H. OJJ shall have an established Shooting Review Panel to review the circumstances surrounding each incident where firearms are discharged by YS staff, with or without injury, and shall make recommendations as necessary. The panel shall convene within 30 days from the date of an incident.

. 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

. 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.

- I. Any incident involving an Agency weapon (or other equipment) that occurs during an Agency approved off duty work detail shall be reported immediately to the appropriate Regional Manager.

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 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.
5. Weapons should be brought to the Armorer for inspection after being cleared of ammunition and the slide locked back.
6. Only one weapon should be out for inspection by the Armorer at one time. There should never be multiple weapons out during inspections.
7. The Armorer shall not conduct weapon inspections after being on the shooting range all day, when fatigued, or physically or mentally impaired.

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. Employees whose authority to carry a firearm is revoked can no longer work any previously approved off duty work details.
- 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, USE, AND STORAGE OF BULLET PROOF VESTS:

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. These staff have the option to ask about and purchase a uniquely fitted vest as defined in this policy.
2. All vests issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.
3. Vests that are worn or damaged shall be replaced by the agency. Vests that must be replaced due to misuse or abuse by the commissioned officer/special agent shall be paid for by the commissioned officer/special agent.

D. Use of Vests

1. Commissioned officers/special agents shall wear only agency-approved vests.

2. Commissioned officers/special agents that are assigned to a uniformed function and non-uniformed sworn officers are required to wear vests while engaged in field activities both on duty and during off duty employment unless exempt as follows:
 - a. When an agency-approved physician determines that a commissioned officer/special agent has a medical condition that would preclude wearing vests.
 - b. When the commissioned officer/special agent is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing a vest; or
 - c. When the agency determines that circumstance make it inappropriate to mandate wearing vests (such as sunburn, rash, allergic reaction, weather, or other circumstances).
3. Refer to Sections VII.B and VII.C for additional mandatory wear guidelines.

E. 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.
- C. The premium pay shall be removed when a person is no longer utilized as Regional Office Armorer.

YS Policy C.1.8

Page 20

Previous Regulation/Policy Number: C.1.8

Previous Effective Date: 06/19/2019

Attachments/References:

- C.1.8 (a) Waiver to Carry Firearm January 2020.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 Sept2017.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) Bullet Proof Vest Inventory 0316
- C.1.8 (n) Firearms Training Log.July2017.doc

Use and Care Guidelines

**YOUTH SERVICES
WAIVER TO CARRY A FIREARM**

I, _____, do fully understand that I have the right to carry a firearm as outlined in YS Policy No. C.1.8; however, I waive my right to have a firearm assigned to me. I am aware that a firearm is available in the office should I require one for a job assignment.

Additionally, I understand that I may be required to carry a firearm for certain job assignments at the discretion of the Agency.

Signature of Employee

Date

Signature of Supervisor

Date

WEAPONS LIST

The following weapons only are approved for purchase with authorization from the Deputy Secretary or designee.

Handguns

.40 caliber Glock

.9 mm Glock

(Or equivalent caliber/function as may be available on state contract under different brand names.)

Practice Ammunition

Non-reloaded full metal jacket

12 gauge shotgun shells (instructor training rounds)

Duty Ammunition

Non-reloaded Jacketed Hollow Point

Chemical Aerosols

Capstun/Pepper Mace – OC

Freeze +P – OC

Intermediate/Impact Weapons

Expandable Batons

Restraints

Leg Irons

Handcuffs

Flex Cuffs

Restraint Belt with or without black box

MASTER FIREARM INVENTORY
UNIT: _____

Make	Model	Serial #	Property #	Date Received	Date Issued	Issued to	Issued by

Updated _____

FIREARMS REMOVED FROM THE INVENTORY

Unit: _____

Make	Model	Serial #	Property #	Date Removed	Removed by	Reason for Removal

AMMUNITION INVENTORY
UNIT: _____

AMMUNITION TYPE: _____

BEGINNING BALANCE: _____

Date	# of Rounds Recv'd	Date Received	Received by	Received from	# of Rounds Issued	Date Issued	Issued by	Issued to	Ending Balance

ENDING BALANCE: _____

Range Safety Rules and Range Consideration Sign Sheet

I have read and understand the safety rules and agree to abide by them.

DATE: _____/_____/_____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____

FIREARMS ORIENTATION and TRAINING

1. The course outline for all firearms orientation and training shall include:
 - a. Review of Use of Force Policy and legal mandates;
 - b. Range terminology;
 - c. Firearms Safety - General;
Firearms Safety for each weapon utilizing inert weapon;
 - d. Firearms Nomenclature;
 - e. Firing Position;
 - f. Fundamentals of Marksmanship:
 1. Grip;
 2. Stance;
 3. Trigger Control;
 4. Sight Alignment;
 5. Sight Picture; and
 6. Breathing Control;
 - g. Range Rules and Regulations;
 - h. Targets (Type);
 - i. Load - Unload - Reload;
 - j. Dry Firing:
 1. Follow Through; and
 2. Concentration;
 - k. Range Firing - Procedures; and
 - l. Scoring of Targets.

The Law Enforcement P.O.S.T. Handgun Qualification Course (effective January 1, 2009) must be conducted by a POST Certified Firearms Instructor.

<u>Stage One</u>	*25 yards	6 rounds standing, strong side barricade, strong hand 6 rounds standing, barricade, strong hand or off-hand, off side (60 seconds)
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* NOTE: Movement to barricade required, maximum distance of 5 yards

** NOTE: With verbal command – “**POLICE, DON'T MOVE**”

<u>Stage Two</u>	*15 yards	3 rounds right side low barricade kneeling on both knees position 3 rounds left side low barricade kneeling position
-------------------------	-----------	---

(35 seconds for outdoor range)
(30 seconds for indoor range with no movement
from 25-yard line to 15-yard line)

*NOTE: Movement of 10 yards required, from 25 yards
to 15 yards.

Stage Three *7 yards

Phase One - 6 rounds strong hand only from holster (10
seconds)

Phase Two - 6 rounds off-hand only from ready gun (10
seconds)

*Phase Three – 6 rounds standing
6 rounds kneeling – reload while kneeling (25
seconds)

*NOTE: Mandatory reloading for all weapons during
Phase III.

Stage Four 4 yards

Phase One - 3 rounds, one or two hands (3 seconds) (2 shots
to body mass and 1 shot to head).
Instinct shooting technique from holster with one
step to the right AFTER rounds are fired.
Ready gun and return to original position.
Repeat once and holster.

Phase Two - 3 rounds, one or two hands (3 seconds) (2 shots
to body mass and one shot to head).
Instinct shooting technique from holster with one
step to the left AFTER rounds are fired.
Ready-gun and return to original position.
Repeat once and holster.

Stage Five 2 yards 2 rounds, one or two hands (2 seconds)

Close quarter shooting position from holster with
one full step to the rear.
Repeat Twice

Target: Possible points: 120
Qualification: 96 = 80%
Scoring: Inside ring - 2 points
Outside ring - 1 point

* NOTE: P.O.S.T. course is fired using a "HOT LINE"

General Safety Rules

It shall be the responsibility of all officers to enforce the safety rules concerning firearms. All violations of the rules should be brought to the attention of the qualified firearms instructor or appropriate supervisor for corrective action.

1. Every officer is responsible for the safe handling, cleanliness and proper maintenance of any handgun he is authorized to carry.
2. An employee shall assume every firearm is loaded. He shall always inspect and verify that the handgun is unloaded by removing the magazine, pulling the slide back, and viewing the chamber from the rear.
3. Never use a firearm for any purpose other than that for which it was intended.
4. Each officer is responsible for the security and safekeeping of any firearm in his possession.
5. When not carried, a firearm shall be kept in a secure location. It shall not be left unattended in a public place nor left in the office unless locked in the gun locker or another secure location (lock box securely mounted inside a filing cabinet or desk drawer). It should not be left unattended in a purse without the purse being in a secure location. If the handgun is left in a vehicle, it should be stored in the locked trunk or in a locked glove compartment of a locked vehicle.
6. Whenever carrying a firearm, an officer shall have on his person his agency identification card, his special agent commission card and his State of Louisiana Duty Badge. The Duty Badge shall be conspicuously displayed.
7. A firearm shall never be used to intimidate anyone.
8. Whenever carried, the firearm shall be placed in a proper Level II security holster, requiring two (2) devices or actions be activated before a weapon can be drawn.
9. Always exercise care when handing a firearm to another person. The handgun shall be unloaded with the magazine removed and the breech open and when presented to someone, the fingers should be placed on the frame of a semi-automatic with the barrel pointed down, while rotating the handgun so the frame of the firearm is received in the recipient's hand, always keeping the fingers away from the muzzle and trigger.

10. No ammunition is allowed in the designated cleaning areas or inspection areas.

Y. Safety Rules When on the Firing Range -- Core Rules

1. Treat all firearms as loaded at all times.
2. Always keep the muzzle pointed downrange.
3. Know your target, its surroundings and beyond.
4. Keep your finger off of the trigger unless you are ready to fire.

OTHER RANGE SAFETY RULES

1. It is everyone's responsibility to keep himself, and everyone else, safe.
 - a. Anytime you observe a potentially unsafe condition developing, it is your responsibility to correct the matter or immediately call "CEASE FIRE" if you are unable to correct the matter.
 - b. Upon hearing "CEASE FIRE", immediately stop shooting, remain in position and await further instructions.
2. All handguns on the range, or while in the parking area, shall be unloaded except for those being used on the firing line.
3. When entering the parking lot or the range area, a firearm shall not be removed from its holster without authorization of the qualified firearms instructor.
4. While on the firing line, officers shall keep their handgun in the holster until permission to remove it is given by the qualified firearms instructor. While the handgun is unholstered, it shall always be pointed downrange.
5. During firearms qualifications, only a hip holster shall be used by the officer, firearms shall not be drawn from purses, ankle holsters or shoulder holsters.
6. While on the firing line, the officer shall not load a handgun until he has taken a position in front of the target and has received the command "**LOAD YOUR WEAPON**" from the qualified firearms instructor.

C.1.8 (i)

7. Before loading the handgun, the officer must check the barrel for any obstruction. After loading it, the handgun shall be returned to the holster or held as instructed by the qualified firearms instructor.
8. Dry firing behind the firing line, unless under the direction of the qualified firearms instructor, is prohibited.
9. When on the firing line, the officer shall not place a finger on the trigger when drawing the handgun from the holster or until the handgun is extended toward the target and only after the qualified firearms instructor has given the command to **"FIRE"**.
10. All officers on the firing line, if not ready, shall respond by raising the hand without the handgun when the **"READY"** command is given by the qualified firearms instructor. If the officer is encountering a problem on the firing line, the hand will be raised and the officer will await the qualified firearms instructor's assistance, the officer's handgun shall always be pointed downrange until the problem is resolved, the qualified firearms instructor will continue the command sequences until all the officers are ready on the firing line. If a malfunction or misfire occurs, the officer shall keep the handgun pointed downrange and raise the hand without the handgun to notify the qualified firearms instructor.
11. An officer shall not converse on the firing line unless he is being coached, is responding to the qualified firearms instructor, or is not firing and coaching another shooter as requested by the qualified firearms instructor.
12. Officers shall not advance towards a target from the firing line until the firing line is clear and safe and a command is given by the qualified firearms instructor. The firing line shall be "SAFE" when each officer has unloaded his handgun and the handgun is checked by a qualified firearms instructor and holstered.
13. No smoking shall be allowed while on the firing line.
14. An officer shall never point or carry a firearm parallel to or behind the firing line while loaded or with the action closed.
15. A firearm shall never be laid down without unloading it and locking the slide in the open position.
16. Protective devices shall always be used on the ears by all persons on the firing line or in close proximity.
17. All persons on the firing line shall use approved safety goggles or safety eye glasses and a hat or visor.

C.1.8 (i)

18. 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.
19. Always keeping behind the firing line, do not retrieve items until the line is called “safe”. No bending over on the firing line unless given direct instructions to do so by the qualified firearms instructor.
20. Report any injuries, no matter how minor, to a qualified firearms instructor as soon as practical.
21. Recreational shooting is prohibited at all times. Use of the range is restricted to official departmental qualification, requalification and/or training exercises.
22. All persons on the firing line shall notify the instructor prior to the beginning of training if they have taken medication prior to coming to the range. If a person has known allergies to medication, he should put a note in his pocket indicating such in case of an emergency/accident.

GLOCK Pistol Inspection Form

WARNING: NO LIVE AMMUNITION IN INSPECTION AREA: CHECK THAT PISTOLS AND MAGAZINES ARE UNLOADED AND CLEAR

NAME: _____

DATE: _____

MODEL: _____

SERIAL NUMBER: _____

INSPECTION OF ASSEMBLED PISTOL

COMPONENT	PASS	FAIL
External visual inspection		
Trigger safety check		
Trigger pull		
“Locking up” and “Unlocking”		
Trigger reset check		
Does empty magazine lock slide back		
Are component parts correct		
Engagement		

COMMENTS:

INSPECTED BY: _____
REGIONAL OFFICER ARMORER/SUPERVISOR/CO FIREARMS INSTRUCTION

GLOCK Pistol Yearly "Stripped" Inspection Form

WARNING: NO LIVE AMMUNITION IN INSPECTION AREA: CHECK THAT PISTOLS AND MAGAZINES ARE UNLOADED AND CLEAR

NAME: _____

DATE: _____

MODEL: _____

SERIAL NUMBER: _____

INSPECTION OF YEARLY STRIPPED PISTOL

COMPONENT	PASS	FAIL
A. Barrel		
1. Barrel bulged		
2. Cracks at muzzle or chamber		
3. Longitudinal cracks		
4. Condition of lugs		
B. Slide		
1. Sights / Night Sights		
2. Front sight pin/screw present		
3. Grooves (condition of)		
4. Guide ring		
5. Cracks, especially under ejection port		
6. Slide "stop" lever notch		
7. Brass deposits (excessive?)		
8. Extractor clearance (clean?)		
C. Receiver		
1. Magazine catch		
2. Receiver catch		
3. Slide stop lever tension		
4. Correct ejector		
5. Condition of rails		
6. Slide lock (up & to the rear)		

COMMENTS:

INSPECTED BY: _____

REGIONAL OFFICER ARMORER/SUPERVISOR/CO FIREARMS INSTRUCTOR

GLOCK Pistol "Malfunction" Inspection Form

WARNING: NO LIVE AMMUNITION IN INSPECTION AREA: CHECK THAT PISTOLS AND MAGAZINES ARE UNLOADED AND CLEAR

NAME: _____

DATE: _____

MODEL: _____

SERIAL NUMBER: _____

INSPECTION OF MALFUNCTIONING STRIPPED PISTOL

COMPONENT	PASS	FAIL
A. Slide Cover Plate		
B. Firing Pin Assembly		
1. Upgrade present		
2. Correct firing pin		
3. Nose chipped or broken?		
4. Firing pin spring cups		
5. Firing pin spring		
6. Spacer sleeve		
7. Firing pin channel liner		
C. Extractor Depressor Plunger Assembly		
1. Installed properly		
2. Spring straight and undamaged		
3. Correct spring loaded bearing		
D. Extractor		
1. Upgrade present		
2. Condition of extractor		
E. Firing Pin Safety		
1. Upgrade present		
2. Firing pin safety spring in place		
3. Firing pin safety test		
F. Locking Block Pin Upgrade		
G. Trigger Pin		
H. Locking Block		
I. Trigger Spring Installed Correctly		
1. With proper connector		
J. Trigger With Trigger Bar		
1. Correct for the pistol		
2. Unusual wear		
K. Trigger Mechanism Housing		
1. Ejector condition		
2. Connector light		
L. Magazine		
1. Tube-lips damaged		
2. Spring-correct, undamaged		
3. Follower, cracked, broken		
4. Correct for pistol		

Reassembly – After the component parts of the “yearly field stripped” pistol have been found to be acceptable (or have been corrected), and they have been cleaned, the pistol will be reassembled. The reassembled pistol will then be field tested to ensure functionality.

COMMENTS:

INSPECTED BY: _____

REGIONAL OFFICER ARMORER/SUPERVISOR/CO FIREARMS INSTRUCTOR

October 2015

MAINTENANCE

Your body armor should NEVER be cleaned as a complete armor protection system. Each system component should be cleaned separately. The chart at the bottom of this page serves as a quick reference guide for care of each component.

CLEANING

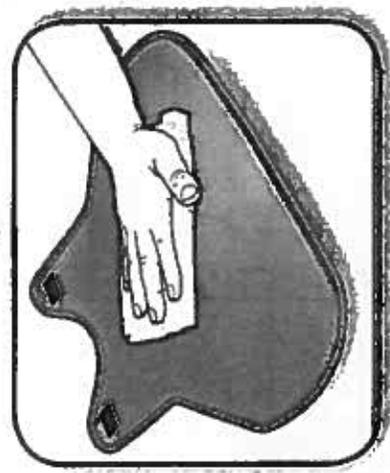
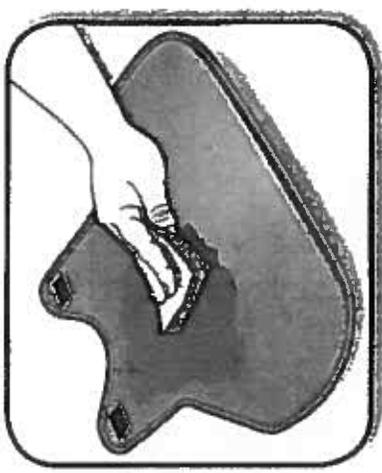
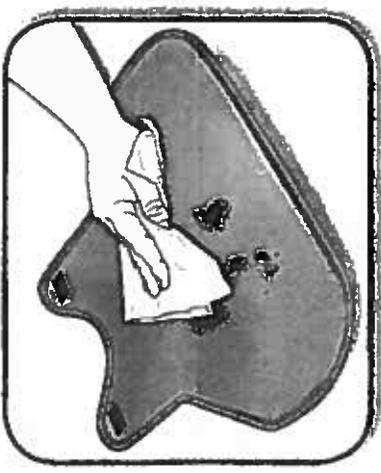
ARMOR PANELS AND SOFT TRAUMA INSERT/SPECIAL THREAT PLATE

1. Remove the armor panels, trauma inserts and special threat plates from the carrier.
2. Gently wipe the armor panels with a damp sponge and a mixture of cool water and mild laundry detergent or antimicrobial soap.
3. Wipe off excess soap with clean water and a damp sponge.
4. Lay flat and wipe dry. **DO NOT HANG OR LINE DRY. DO NOT PLACE IN THE SUN.**
5. Ensure panels are completely dry before reinserting into the carrier.
 - a. Make sure the panels are reinserted properly with the "Strike Face" side facing away from your body.
 - b. Be sure to engage the shoulder suspension tabs which secure the armor panel to the carrier garment.

DO NOT dry clean armor panels. **DO NOT** commercially launder armor panels. **DO NOT** expose armor panels to bleach (liquid or vapor).

CONCEALABLE CARRIER OR UNIFORM OUTER CARRIER

1. Remove all armor panels, trauma inserts and special threat plates from the carrier.
2. Detach any removable shoulder and/or waist straps.
3. Hand (preferred method) or machine-wash the carrier in cool water using the gentle cycle.
 - a. When machine washing, place the carrier in separate laundry bag made specifically for delicate items and use a mild soap.
 - b. Your uniform outer carrier can be dry-cleaned.
4. Lie carrier on a flat surface and allow to air dry.
 - a. If machine drying, use the lowest temperature setting.
5. Make sure the carrier is completely dry before reinserting armor panels, trauma inserts and special threat plates.
 - a. Make sure the panels are reinserted properly with the "Strike Face" side facing away from your body.
 - b. Be sure to engage the shoulder suspension tabs which secure the armor panel to the carrier garment.



PRODUCT	DAMP CLOTH	HAND WASH	MACHINE WASH
CONCEALABLE BODY ARMOR			
Concealable Armor Panel	•		
Concealable Armor Carrier		•	•
Soft Trauma Insert	•		
Strap System	•		
Tactical Assault Carrier**	•		
Uniform Shirt Carrier **		•	•

*Preferred method of care.
** USC can also be dry-cleaned and ironed.

EXTERNAL CARRIERS

1. Remove all armor panels, special threat plates, pouches and ID patches before attempting to clean the carrier.
2. Detach all fixed hook and loop fasteners.
3. Use a soft, clean cloth in a back-and-forth motion to remove dust, dirt and loose matter.
4. To treat tough spots on the carrier's exterior, use a soft brush with antimicrobial soap and water. Wipe off excess soap with a clean, damp cloth.
5. Lie carrier on a flat surface and allow to air dry.
6. Make sure the carrier is completely dry before inserting armor panels, trauma inserts and special threat plates.
 - a. Make sure the panels are reinserted properly with the "Strike Face" side facing away from your body.
 - b. Be sure to engage the shoulder suspension tabs which secure the armor panel to the carrier garment.

VEST ASSEMBLY

1. Identify the "Strike Face" warning label on NIJ label of the armor panel.
2. Insert "Strike Face" out and engage the Grip-Lok" suspension system
3. Zip carrier close and repeat steps 1-3 on back armor panel
4. Attach shoulder and waist straps to the back of the carrier. Adhere shoulder straps to front of carrier.
5. Don vest. Adjust shoulder and waist straps as necessary. Waist should have comfortable equal overlap.

VEST INSTRUCTIONS

An officer's body armor is only meant to perform when it is properly taken care of. Failure to properly maintain your vest in accordance with the use and care instructions will void the armor's warranty. Below are some additional warnings you should note prior to the use of your armor. Please also refer to the Safariland warranty guide for more information.

This flexible body armor ("Vest") is an integrated system consisting of an outer carrier and front and back torso ballistic panels.

FAILURE TO CLOSELY FOLLOW THESE USE & CARE INSTRUCTIONS WILL VOID ALL WARRANTIES, INCLUDING BUT NOT LIMITED TO ANY BALLISTIC PERFORMANCE WARRANTY, AND COULD LEAD TO SERIOUS INJURY OR DEATH.

DO NOT ABUSE YOUR VEST! If this Vest is heavily worn (e.g., wrinkles or rolls in the ballistic panels open breaks in the outer carrier, heavy stains, worn threads, visible moisture, cracked seams, cover splits), regardless of its age, it shall be deemed to be abused and no longer subject to any warranties.

INSPECT YOUR VEST FREQUENTLY! Should the ballistic panel package (including without limitation any edge seal of a ballistic panel, where applicable) be broken, interrupted, cracked or damaged in any way, the Vest should immediately be taken to an authorized dealer for an inspection. Ballistic panels that are broken, interrupted, cracked or damaged may negatively impact the Vest's ballistic performance and may need to be repaired or replaced!

STORAGE

STORE YOUR VEST CAREFULLY! The resistance and performance of ballistic panels are known to change with time and wear, especially when exposed to extreme environmental conditions.

This Vest should not be stored in places where it is exposed to high temperatures and/or in combination with high humidity for long periods of time. Exposure to such extreme environmental conditions may negatively impact the Vest's ballistic performance.

APPLICABLE TO CUSTOM-FIT VESTS: Only the original user who was custom-fit by an authorized dealer under the Safariland® Sizefight™ program should wear this Vest. Users should never allow any other person to wear his or her custom-fit Vest without it first being re-sized for the new user by an authorized dealer.

OTHER EXAMPLES OF IMPROPER USE: Replacing the ballistic panels with those from another manufacturer, placing the Safariland ballistic panels into an unauthorized outer carrier; wearing the outer carrier without inserting the ballistic panels; or inserting the ballistic panels into the outer carrier in the wrong direction. Contact the Safariland Customer Service Department if you have any questions about authorized configurations.