

## I. FIREARMS

### A. Issuance of Firearms

1. The Department Armorer shall be responsible for issuing Departmental firearms.
2. Department firearms that become unserviceable or are no longer needed shall be returned to the Armorer.

A Department member returning an unserviceable firearm to the Armorer shall submit a memorandum to the Sheriff, with a copy to the Armorer, via the chain of command, explaining how the firearm became unserviceable.

3. If a Department firearm becomes lost or stolen, the involved member shall submit a memorandum to the Sheriff, with a copy to the Armorer, via the chain of command, explaining how the firearm became lost or stolen.
4. Firearms may be issued as required during an emergency situation. Firearms and ammunition issued during an emergency shall be returned to the Armorer upon completion of the assignment. Any expended items shall be accounted for in writing.

### B. General Duties and Responsibilities Regarding Firearms

Department members shall be responsible for:

1. The care, cleaning, and security of personal and Department firearms and associated items issued to them
2. Reporting and returning to the Armorer any issued firearm, that is not serviceable
3. Registering with the Department all personally owned firearms used in their official capacity
4. Qualifying as required with the firearm(s) used in their official capacity

### C. Duties of the Department Armorer

The Department Armorer shall perform the following duties:

1. Maintain and service non-issued Department weapons and associated equipment
2. Inspect, clean, and repair as needed, all weapons being returned to the Armorer
3. Maintain records of issuance, care, and maintenance of Department weapons and associated items
4. Inspect, certify as serviceable, and register personally owned firearms and laser sighting devices that are authorized for on-duty use by the Department
5. Maintain registration and safety inspection records for non-Department weapons registered with the armory
6. Issue Department ammunition
7. Coordinate research with the firearms instructor on brands and models of handguns and laser sighting devices to be authorized for duty use by officers
8. Maintain a current list of models and brands of handguns authorized for duty use
9. Store all non-issued firearms and ammunition in a safe, secure fashion
10. Conduct annual inspections of all firearms used by members in their official capacity

## II. REGISTRATION AND SAFETY CERTIFICATION OF FIREARMS

- A. Members shall, on a yearly basis, have all firearms that are used in their official capacity (on- or off-duty) inspected by the Department Armorer.
- B. The Department Armorer shall maintain a record of all personally owned firearms, which have been certified as safe and authorized for use. This record shall include:

1. Member's name and identification number
  2. Make, model, caliber, and serial number of the weapon
  3. Information on whether the firearm has been equipped with a laser sight
- C. Any modifications, repairs, or replacement of parts made to personally-owned firearms must be approved and inspected by the Department Armorer prior to using the firearm in a duty capacity. All replacement parts must be factory authorized.
- D. The Armorer shall maintain these records until one of the following occurs, at which time the record shall be destroyed or, upon request, returned to the member:
1. Notification that the firearm is no longer being used in a law enforcement function
  2. Termination of the member from the Department
- E. The member shall ensure that the Lead Firearms Instructor performs a stolen check (10-29) on all personally-owned firearms with which the member has qualified. The results shall be noted in the member's qualification record.

### III. FIREARMS QUALIFICATION

- A. All commissioned officers must qualify at least annually with a specific duty handgun on a Department-approved firearms qualification course and must meet all Arizona Peace Officer Standards and Training (AZ POST) firearms qualification requirements. Prior to carrying any other firearm in an official capacity, all commissioned deputies must successfully qualify, at least annually, on a Department-approved qualification course. If a commissioned deputy does not attempt to qualify in a given calendar year as required by this policy, his/her authority to carry a firearm in the performance of duty shall be suspended effective at the end of that year.
- B. Corrections officers who are authorized to carry firearms in the performance of duty must qualify at least annually with each weapon used in their official capacity on a Department-approved qualification course for that weapon.

- C. Members shall be allowed up to two (2) attempts to qualify on their initial qualification date. Members with a reason that will prevent them from qualifying on their scheduled qualification date must immediately notify their Commander, via memorandum, explaining the reason. The Commander shall decide if the person should be rescheduled and forward the memorandum to the Training Center.
- D. In the event of two (2) failures on the initial qualification date, the member shall be rescheduled by the Department Firearms Instructor or designee to return to the range, usually within five (5) business days, for an additional qualification attempt. The member must promptly notify his/her supervisor of this scheduled, additional qualification attempt.
- E. For members who fail to qualify after a third attempt, the following procedures shall apply:
  - 1. Authorization to carry a firearm in the performance of duty and while off-duty, if applicable, shall be suspended. The Firearms Instructor shall notify the Administrative Bureau Chief by memorandum, via chain of command, of the failure to qualify. A copy of the memorandum shall be sent to the member's Commander. The member may be assigned to unarmed duties, if available, and shall not be allowed to drive a marked patrol vehicle or engage in any law enforcement-related off-duty employment.
  - 2. The member shall be scheduled to attend a remedial training session, usually within five (5) business days, on the member's own time. The session shall last four (4) hours or less at the member's discretion. At the end of the session, the member may attempt to qualify.

If the member is successful in qualifying, the member's authorization to carry a firearm in the performance of duty and, if applicable, while off-duty, shall be reinstated. The Lead Firearms Instructor shall forward a memorandum to the Administrative Bureau Chief and the member's Commander, notifying them of the reinstatement. A copy of the memorandum shall be forwarded to Staff Services for filing in the member's Personnel file.

3. If the member does not attempt to qualify at the initial remedial training session or fails to qualify, a second remedial training session shall be scheduled, usually within five (5) business days, and on the member's own time. The session shall last four (4) hours or less at the member's discretion. At the end of the second remedial training session, the member must attempt to qualify. If the member is successful in qualifying, the member's authority to carry a firearm in the performance of duty and, if applicable, while off duty, shall be reinstated. The Lead Firearms Instructor shall forward a memorandum to the Administrative Bureau Chief and the member's Commander, notifying them of the reinstatement. A copy of the memorandum shall be forwarded to Staff Services for filing in the member's Personnel file.
    - a. A commissioned deputy who fails to qualify after the second remedial training session may be subject to disciplinary action, up to and including termination.
    - b. A corrections officer who fails to qualify after the second remedial training session shall have his/her authority to carry a firearm revoked and may be subject to disciplinary action.
  4. A member who successfully qualifies at any remedial session must qualify again no later than six (6) months after the remedial session. The process will repeat as in C., D., or E. above, and the course of fire (day or night) will be the same. It is the member's responsibility to contact the Lead Firearms Instructor to schedule this six (6) month qualification. This qualification does not apply to a member who has had his/her authority to carry a firearm revoked under 3.b. above unless such authority has been restored.
- F. If a corrections officer does not attempt to qualify in a given calendar year, his/her authority to carry a firearm in the performance of duty shall be revoked effective at the end of that year. Additionally, members who allow their qualification status to lapse may be required to attend another basic firearms class to reinstate their firearms qualified status.
- G. The same remediation procedure shall be utilized for members who fail the Target Identification and Discrimination qualification.
- H. The only qualification attempts allowed for off-duty/back-up firearms shall be pursuant to sections C. and D. No remedial sessions shall be offered.

- I. All Department members using a firearm equipped with a laser sight must qualify annually on three (3) Arizona POST approved courses of fire:
  1. A daytime course using the laser at the officer's discretion
  2. A nighttime course without the use of the laser
  3. A nighttime course using the laser at all stages

Members must notify the Firearms Training Coordinator of the intent to install a laser sight and to arrange for training and qualification. Members shall not use the laser in an official capacity until successfully completing the required training and qualification.

J. Rifle and Shotgun Qualifications

1. Members who have successfully completed the Patrol Rifle Skills Assessment Test and the Basic Patrol Rifle School or shotgun course, including an initial qualification with the particular firearm, may attempt to qualify with the firearm(s), as relevant, as many as two (2) times during their initial qualification date.
  - a. Members who fail to qualify may schedule an additional qualification attempt, usually within five (5) business days.
  - b. If the member fails to qualify, or chooses not to qualify, pursuant to the additional qualification date as described in Section J.1.a. above, or chooses not to qualify with the particular firearm at all, his/her authorization to carry a rifle or shotgun, as pertinent, in the performance of duty shall be suspended.
  - c. After an additional qualification failure, as outlined in Section J.1.b. above, in order to re-establish authorization to carry a rifle or shotgun, as pertinent, in the performance of duty, the member must successfully complete refresher training and a qualification course for the particular firearm, administered by the Department Firearms Instructor or designee.
2. Members who have not successfully completed a basic rifle or shotgun course shall not attempt to qualify with the rifle or shotgun, as pertinent.

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**IV. RANGE PROCEDURES**

- A. The Pima Regional Training Center (PRTC) is a "cold" firing range/facility.
- B. No loaded firearms or live ammunition are allowed inside the classrooms or two (2) story house.
- C. Firearms shall be loaded or unloaded only in the Clearing Area boxes or on the firing line. Firearms shall not be loaded or unloaded in the parking area or in vehicles.
- D. Handguns shall be holstered and remain holstered until the member is instructed otherwise. Shotguns and rifles shall have the actions open and safeties on. They shall be slung on the shoulder, remain cased, or placed in weapon racks if racks are available. Whenever the member is moving with an unslung rifle or shotgun, the muzzle will be down/range or straight up, and the trigger shall not be touched.
- E. If required, training ammunition shall be issued. Personnel may load speed loaders or magazines, but under no circumstances shall they load weapons until instructed to do so. This shall be accomplished at the specific instructions of the range master.
- F. When presenting firearms for inspection by the Armorer or his representative, actions will be open, cylinders open, magazines out, and safeties will be on if applicable.
- G. Firing, loading, clearing, and holstering of firearms shall be done only at the specific instructions of the range master.
- H. Prior to leaving the PRTC, those on-duty personnel who carry a firearm in the course of their duties shall reload their duty firearm(s). This shall be accomplished either on the firing line, at the specific instructions of the range master only, or in the specified clearing areas.

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## V. FIREARM REGULATIONS

- A. All Pima County Sheriff's Department non-commissioned employees and other volunteers have no authorization beyond that of a private citizen to carry any type of weapon, except as specifically authorized in the course of their official duties for the Department. Only full-time commissioned deputy sheriffs have the authority to act in their official capacity while off-duty. All other employees and other volunteers may take only such actions that would be permissible if taken by a private citizen.
  
- B. No employees or volunteers are allowed to be armed on Pima County Sheriff's Department property, with the exception of full-time commissioned deputies or those members specifically authorized in the course of their official duties.
  
- C. All Department members shall use the utmost care in the handling of firearms in their official capacity.
  - 1. Firearms shall not be drawn unnecessarily, displayed, or carelessly handled at any time.
  - 2. Firearms shall not be unholstered, cleaned, repaired, loaded, or unloaded in Department buildings, except during emergencies or at the direction of a supervisor or the Department Armorer.
  - 3. All firearms shall be unloaded prior to being placed in the Sheriff's Department's Property and Evidence.
  
- D. Discharging of a Firearm
  - 1. When a member who is authorized to carry or handle a firearm in the performance of his/her duties discharges a firearm or is present when another member or law enforcement officer discharges a firearm in the performance of a police function, intentionally or accidentally, on or off duty, an immediate verbal report shall be made to the on-duty supervisor.

Reports or notifications of firearm discharges are not required under the following circumstances:

- a. While engaged in qualifications or practice on an established range

- b. While conducting authorized ballistics tests
  - c. While legally engaged in sporting activities
2. The verbal report shall be followed up by a written report to the Sheriff through the chain of command.
    - a. The written report, at the discretion of the attending supervisor, may be an incident report.
    - b. If no incident report is necessary, the Department member shall write a memorandum.
  3. Investigative Responsibilities

The Department shall investigate all firearm discharges by members that require reporting and all reports of gunshot wounds received by members.

- a. The first on-duty supervisor who receives notice of such an occurrence shall notify the following as soon as practical:
  - (1) The Sheriff's Department Homicide or Robbery/Assault Unit supervisor
    - (a) Incidents involving death – Homicide
    - (b) All other incidents – Robbery/Assault
  - (2) The appropriate personnel in the involved Department member's chain of command
- b. The on-scene supervisor or the officer in charge of the scene shall:
  - (1) Ensure that the scene is secured until released by the Homicide or Robbery/Assault Unit Supervisor or the Violent Crimes and Targeted Offenders Commander

- (2) Separate and isolate the Department member(s) directly involved in the shooting, i.e., the shooter(s), and any Department member(s) who witnessed the shooting
    - (a) Any Department member who was involved in and/or witnessed the shooting shall not be permitted to speak with an attorney or an employee group representative unless the OIS Team authorizes such contact.
  - (3) A non-involved deputy shall be assigned to act as a cover deputy to assist and remain with the involved officer(s) until the OIS Team has relieved the cover deputy of this duty. The cover deputy shall document this activity in a report.
- c. The Homicide or Robbery/Assault Unit Supervisor, or designee shall be responsible for the "Officer-Involved Shooting Team." (The Officer-Involved Shooting Team shall be comprised of detectives from Homicide and Robbery/Assault Units.)
  - d. The Officer-Involved Shooting Team shall be responsible for the administrative investigation of all officer-involved shooting incidents, regardless of jurisdiction, for the purpose of investigating the circumstances of the incidents for administrative review and possible action.
  - e. The Officer-Involved Shooting Team shall be responsible for the criminal investigation of officer-involved shooting incidents within the unincorporated areas of Pima County and, at the discretion of the Bureau Chief or above, those occurring within the jurisdiction of incorporated cities within Pima County, for the purpose of:
    - (1) Investigating any crime involved and completing any necessary reports and related follow-up investigation
    - (2) Apprehending and prosecuting any suspects
  - f. If a conflict of interest exists, the Investigations Bureau Chief may direct an alternate team of individuals with suitable experience to investigate the incident.

- g. Results of the administrative investigation will be reviewed by the Shooting Review Board as provided for in Chapter 6.
- h. Unless circumstances dictate otherwise, officers involved in shootings shall do the following prior to returning to work:
  - (1) Remain on administrative leave with pay for a minimum of three (3) working days
  - (2) Receive clearance from the Department contracted psychologist.
  - (3) Receive clearance from the PRTC firearms staff

## VI. DEPARTMENT HANDGUNS

### A. Definitions:

1. **ON-DUTY HANDGUNS or FOR DUTY USE:** The handgun carried by uniformed officers in their uniform duty holster worn exposed. For plainclothes officers, it is either exposed or concealed, but in either case it is the primary handgun capable of firing Department-issued ammunition.
2. **OFF-DUTY/BACKUP FIREARMS:**
  - a. The handgun carried while the commissioned Department member is off duty and not working in a law enforcement capacity, or
  - b. The handgun carried as a supplementary handgun for officers working in a law enforcement capacity.

### B. The PRTC shall maintain a current list of brand names, models, and calibers of Department authorized weapons. The list shall be available to Department personnel.

1. Any member planning to purchase a handgun for duty use should first contact the Armorer for a current list of authorized handguns.
2. It shall be the member's responsibility to ensure that the handgun carried on duty is approved for duty use by the Department.

- C. All handguns carried on and off duty by deputies or on duty by corrections officers shall be registered with the Department and certified as safe by the Department Armorer.
1. While in uniform, whether on or off duty, deputies shall carry an authorized handgun with which they have qualified in an authorized holster worn in accordance with Pima County Sheriff's Department Rules and Regulations.
  2. All on-duty patrol deputies who carry a Department handgun, or carry their personally-owned handgun, which is equipped with rails for mounting the tac light, shall have the tac light mounted to their handgun at all times while on duty and in uniform.
  3. All armed Pima County Sheriff's Department members shall display their Department photo identification to court security upon entry to the Pima County Superior Court Building or Juvenile Court Center and shall advise court security of their purpose and destination in the court building.
  4. On-duty, plainclothes deputies shall carry an authorized handgun with which they have qualified.
    - a. This handgun shall be carried on their person or in such a fashion that makes the handgun readily accessible.
    - b. Such handguns shall be concealed when practical. Plainclothes deputies shall carry their weapon concealed at all times while in the Pima County Superior Court building or Juvenile Court Center.
    - c. Plainclothes detectives who are issued a Department handgun, or carry their personally-owned handgun which is equipped with rails for mounting the tac light, may carry the tac light mounted.

- d. Armed plainclothes deputies shall display their Department photo identification at all times while in the Pima County Superior Courts building or Juvenile Court Center. The identification shall be displayed on the upper torso area of the body in a manner as to be plainly recognizable by both court security personnel and the public from a distance. Plainclothes officers shall also display a Superior Court Pass in the same manner.
- e. When handguns are worn exposed, the Department clip-on badge shall be worn in such a fashion as to be recognizable.
- f. If deputies wear a handgun on their person, it must be in a holster. An exception may be made by the deputy's Commander in cases where the deputy is on an undercover assignment of such a nature that wearing a holster would be out of character for the assignment.

No exceptions will be made for Glock handguns, which must always be holstered.

5. Commissioned officers not on Department business who are serving jury duty, appearing as a victim, or attending any domestic or civil litigation in which they are personally involved shall not enter the Superior Court building or Juvenile Court Center with a weapon.
6. On-duty officers shall carry only Department-issued ammunition for their handguns.
7. Magazines for on-duty handguns shall be downloaded by one (1) cartridge less than full capacity.
8. Off-duty deputies should carry a handgun except in cases where good judgment dictates otherwise. Deputies shall only carry a handgun with which they have qualified.
9. In situations where there is a likelihood that a deputy will be consuming alcoholic beverages and/or taking medications that may impair his/her physical and/or mental abilities, the deputy should refrain from carrying a handgun.
10. All off-duty handguns shall be concealed, except when used in sporting or hunting activities.

11. For off-duty/back-up handguns, the member must successfully complete the Department's Off-Duty/Back-Up Qualification Course. Deputies should contact PRTC with questions about the suitability of a particular off-duty/back-up gun.
12. Corrections officers shall not carry a Department-issued handgun concealed at any time. Corrections officers shall not carry a Department-issued handgun while in an off-duty capacity.

## VII. RIFLES AND SHOTGUNS

Authorized rifles and/or shotguns may be carried by on-duty deputies for defensive or containment purposes per the following (exceptions to this policy may be authorized by a Bureau Chief):

- A. Rifle use is intended to minimize the risk of death or injury to deputies and/or the community. The deployment of rifles or shotguns shall be limited to those situations where a deputy can reasonably anticipate a need for deadly force and has given consideration to the potential limitations of handgun effectiveness presented by one (1) or more of the following:
  1. Suspect who is wearing or believed to be wearing protective body armor
  2. Suspect has immediate access to high powered weapons, is armed and distant or in a location that affords the suspect(s) a tactically superior position, e.g., distance, barricades, number and/or armament of suspects, or other circumstances
- B. A deputy wishing to carry a rifle or shotgun on duty must first successfully complete the Patrol Rifle Skills Assessment Test and the Basic Patrol Rifle School or shotgun course, and then qualify annually with the rifle or shotgun that is carried, at a Department-conducted qualification course.

[REDACTED]

[REDACTED]

[REDACTED]





[REDACTED]

VIII. MODIFICATIONS OF FIREARMS

A. Firearms shall not be modified or altered without prior written approval of the Administrative Services Division Commander except as below. Modifications to Department firearms must be performed by the Department Armorer.

1. Allowable modifications for all authorized handguns:
  - a. Aftermarket sights
  - b. Extended slide release/slide stop

- c. Grips of wood, rubber, or plastic; grips shall be plain black or brown, or a brown natural wood color. (Grips are user installable.)
  - d. Weapon-mounted flashlight (user installable). It must be of a brand/type approved by the Armorer. A Department-authorized holster to accommodate the gun with flashlight must be worn.
  - e. Laser sighting devices as approved by the Armorer
2. Additional modifications allowed for Colt, Springfield, and Para-Ordinance handguns:
- a. Extended thumb safety/ambidextrous thumb safety
  - b. Flat mainspring housing
  - c. Bite-proof hammer
  - d. Full-length guide rod
  - e. Heavy recoil spring with shock-buff
3. The following are specifically **prohibited**:
- a. Glock trigger pull weights lighter than five (5) pounds
  - b. Other than Glock, any trigger pull weight modification
  - c. Modifications of any type to any firearm, that may render any safety system inoperable. Any modification inconsistent with normal functioning, handling, holstering, unholstering, loading, or unloading, or any modification that hinders the normal firing operation.
- B. The Administrative Services Division Commander or designee shall have final authority to determine if a firearm is authorized for service.

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**IX. ISSUANCE OF DEPARTMENTAL AMMUNITION**

- A. Department ammunition shall be issued by the Armorer as follows:
1. As initial issue of ammunition
  2. Upon issuance of a Department firearm
  3. At any qualification shoot where previously-issued ammunition is expended
  4. When issued ammunition is lost, stolen, expended, or damaged
- B. When requesting ammunition to replace previously-issued ammunition that was expended, lost, stolen, or damaged, officers shall submit a memorandum to the Pima Regional Training Center detailing the reason and circumstances behind the request.

**X. FIREARMS INSPECTIONS**

- A. First-line supervisors of firearm-qualified personnel shall conduct and document firearms inspections at least monthly to ensure that firearms are maintained in a clean and serviceable condition.
- B. Inspection Preparation Procedures:
1. Supervisors shall advise officers of the location at which the inspection will be conducted.  
  
Firearms inspections shall be conducted on a **one-on-one basis**. If other officers are present, they shall stay in an area behind the officer whose firearm is being inspected until their turn for inspection. No officer other than the one being inspected shall have his/her firearm unholstered or unloaded.
  2. The inspecting supervisor shall conduct the inspection so that the firearm being inspected is directed away from all other personnel in a safe down-range direction.
- C. Firearm inspections shall be conducted in accordance with current training standards.

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**XI. CARRYING WEAPONS OUTSIDE THE STATE OF ARIZONA**

All officers are cautioned about carrying and possessing weapons, whether their own or Department-issue, outside the jurisdiction of the State of Arizona.

The laws of the states vary regarding who may legally possess weapons. The situation is even more complicated at international borders.

It is the policy of this Department that any possession of a weapon outside Arizona requires full compliance with the law in that locale.

**XII. IMPACT AND LESS-LETHAL DEFENSIVE EQUIPMENT**

A. Authorized and qualified Department members may carry or possess the following defensive equipment while on duty:

1. Authorized Impact Weapons

- a. Straight baton
- b. Side handle baton (PR-24)

The side handle baton (PR-24) shall be one of the non-expandable types manufactured by the Monadnock Company.

- c. Expandable baton

- (1) The expandable baton shall be all black, twenty-one (21) or twenty-six (26) inches in length and non-spring loaded. A plain black nylon baton scabbard is required with the uniform belt.

- (2) Plainclothes commissioned personnel are authorized to use any of the scabbards available for concealment.

- d. It is mandatory that uniformed deputies have, immediately available, one (1) of the above listed impact weapons, that they are qualified with, while on duty.

2. Oleoresin Capsicum (Aerosol Spray)
  - a. It is recommended that plainclothes commissioned personnel carry oleoresin capsicum spray if, in the line of duty, they anticipate being involved in a "use of force" situation, e.g., arrest of a suspect.
  - b. **It is mandatory that uniformed deputies and corrections officers carry oleoresin capsicum spray.**
  - c. An Incident Report and Use of Force Summary must be completed whenever oleoresin capsicum spray is used in a non-training environment.
  - d. Once the subject has been subdued, the following decontamination procedures shall be followed:
    - (1) Remove the subject from the place of exposure to fresh air.
    - (2) When possible, remove contaminated clothing, have subject flush face and eyes with water, or apply a wet towel to the face. Wash his/her hands and face with soap if available. Remove contacts.
    - (3) Monitor the subject's physical condition as long as necessary to ensure he/she is not in distress.

If the primary symptoms, other than redness of skin, persist beyond forty-five (45) minutes or there is evidence of profuse sweating, chest pain, or shallow breathing, immediate medical attention shall be sought.

### 3. Taser

Taser is a less lethal conducted energy weapon that affects the central nervous system of the body. The Taser is authorized for use by trained and qualified corrections and commissioned members.

- a. The Taser shall be test fired at least once a week if the Department member is working. Department members who are absent from duty for a period of five or more days shall test fire the Taser upon return to duty. These test fires shall occur during the Department member's on-duty work shift or immediately prior to the member's on-duty work shift. The test fire shall be done safely and out of public view unless being done as part of a Department sanctioned demonstration.
- b. Activating and/or displaying the Taser in any manner for the purpose of demonstration, whether on or off-duty, is unauthorized unless:
  - (1) Prior approval has been received from a supervisor or certified Taser instructor. Demonstrations shall only be approved for Department sanctioned events or training; or
  - (2) Use of the Taser is justified by policy and the Department member is activating it to gain compliance, i.e., a warning activation. In this circumstance, the Department member is required to document the Taser activation in a case report.
- c. All commissioned personnel under the rank of captain are required to carry the Taser while in uniform. Exceptions to this include when deputies are working administrative functions such as ceremonial duties, administrative proceedings, or when wearing the Class A uniform.
- d. Commissioned personnel assigned to plainclothes assignments and who anticipate involvement or become involved in high risk situations, including arrests, the serving of search warrants, etc., shall carry the Taser. Otherwise, plainclothes personnel shall have the Taser in their possession or immediately available to them while on duty. Situations that require the wearing of a ballistic vest shall also require the carrying of the Taser and vice versa.

- e. The Taser shall be worn on the duty belt in the issued holster. The thigh holster is only authorized for members of the K-9 Unit, Air Unit, and SWAT deputies wearing the SWAT uniform.
- f. The Taser shall be worn on the opposite side of the primary handgun.
- g. When the Taser is present and ready for use, and the situation allows, the officer with the Taser will advise on the radio or announce to other on-scene officers that the Taser is “online.”
- h. Unless exigent circumstances exist, these systems will be deployed with a lethal cover officer, except in Corrections Bureau facilities, in circumstances consistent with Department and Bureau policies and training.
- i. Corrections officers shall obtain approval from a shift supervisor or higher prior to deploying the Taser in any Corrections Bureau facility.
- j. Handling of “Tasered” Subjects
  - (1) Probes that penetrate an individual’s skin shall be removed by a Taser certified officer unless medical concerns dictate otherwise. When probes are attached to the face, neck, groin, female breast, or other sensitive parts of the body, medical personnel will be called upon for removal. If medical personnel are not available at the scene, the individual will be taken to a medical facility for probe removal, evaluation, and treatment.
  - (2) Photographs of each signature mark caused by the Taser and any related injury shall be taken as soon as practicable after the incident.
  - (3) Probes shall be disposed of in a Sharps biohazard container.

k. Investigation

- (1) An on-duty sergeant shall be notified as soon as possible after the deployment of the Taser.
- (2) Investigations of Taser use shall be conducted as deemed necessary by the Department.
- (3) The depth of the investigation will be decided by the appropriate commander.
- (4) Other agency requests for a Department member to respond for the purpose of having a Taser on scene must be approved by a sergeant or above.

l. Documentation

- (1) All probe deployment and contact deployment uses of the Taser will be documented in the same manner as other uses of force: in an Incident Report and on a Use of Force Summary. The Incident Report shall include the serial number of the Taser, serial number of the Taser cartridge, the number of times fired, the approximate length of time that the subject was exposed to the Taser, the approximate distance of the shot, and the location of the probes on the body.
- (2) The circumstance code "FTASR" shall be used in each incident report that documents the use of a Taser.
- (3) For Corrections Bureau incidents, a resume will be completed if directed by a Commander.
- (4) Qualification records shall be kept by the Sheriff's Department's Lead Firearms Instructor.

- (5) The Taser records each use. Records of these uses can be downloaded by computer. Each Taser will be downloaded annually during firearms qualification by appropriately trained firearms staff, and as deemed necessary by the Department. The Lead Firearms Instructor shall be responsible for maintaining these records.
  - (6) All Tasers are subject to random download at any time. All records of downloads shall be sent to the Sheriff's Department's Lead Firearms Instructor.
  - (7) An operator will not conduct a record download for his/her own assigned Taser.
- m. The Taser should not normally be used in the following circumstances:
- (1) On women known to be pregnant
  - (2) On subjects who are handcuffed, unless they are physically violent **and** otherwise uncontrollable
  - (3) Brandishing or displaying the Taser when its use is not otherwise authorized
  - (4) Escorting or prodding individuals
  - (5) Waking unconscious or intoxicated individuals
  - (6) On individuals in control of a moving vehicle
  - (7) On individuals holding a firearm when their finger is on the trigger
  - (8) On subjects who are in danger of falling from a significant height
  - (9) Near flammable liquids or gases and other combustible environments
  - (10) On a subject with whom a police K-9 is actively engaged

- n. The Taser shall not be used in the following circumstances:
- (1) On subjects who are in the control of a deputy/officer, and the subjects:
    - (a) Are not actively physically resisting and/or
    - (b) Pose no immediate threat of violence to self or others
  - (2) To force compliance of the extraction of bodily substances or the taking of physical characteristics, e.g., DUI blood draws, DNA sampling, hair sample removal
- o. Unintentional discharges, whether on or off-duty, shall immediately be reported to the Department member's supervisor. If the unintentional discharge occurs while working in an off-duty capacity, the supervisor of the off-duty assignment shall also be notified immediately. In all cases of an unintentional discharge, a memo shall be completed and forwarded, via chain of command, to the appropriate Division Commander within 48 hours of the discharge.
4. Remotely Activated Custody Control (RACC) Belt (issued in Judicial Security only)

The RACC belt is an electronic restraint device used to aid in controlling an inmate. When activated, the RACC belt emits an electrical shock to the wearer. This device is primarily used for high risk inmate court appearances and when directed by the court to remove visible restraint devices. The RACC belt is authorized for use by trained and qualified Department members.

- a. The RACC belt and alcohol-based capsicum products **shall not** be used simultaneously.
- b. As soon as practical after the incident, all inmates affected by the RACC belt will be evaluated by Health Care Services (HCS) and appropriate treatment initiated.
- c. Affected areas of the body will be photographed.

- d. A detailed Incident Report or Corrections Incident Report and Use of Force Summary shall be made by the user documenting what precipitated the use, the extent the device was used, and the results of the use.
  - e. If a device malfunctions or needs repair, it shall immediately be taken out of service and the on-duty supervisor shall be notified.
5. Members may use flashlights to defend themselves against an instantaneously combative subject only in a manner consistent with impact weapon training techniques
- B. Prior to using any impact or less lethal equipment, the officer shall consider:
1. The level of force being confronted
  2. The proximity/access of subject to officer
  3. The officer's immediate access to lethal force options
  4. If lethal cover is necessary and appropriate
- Special consideration of lethal cover should be made in cases involving subjects with a potentially lethal weapon.
- C. Prior to carrying any authorized defensive equipment, which requires certification, personnel shall successfully complete the training requirements established by the Training Center, and personnel shall meet any other certification requirements established by the Department for continued use of this equipment.
- D. Items of defensive equipment other than those listed above are prohibited for use by members of the Department while acting in a duty capacity.
- E. The appropriate Bureau Chief may authorize the use of weapons and other equipment by the Special Weapons and Tactics Unit, which might not otherwise fall within Department regulations.