

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT: FIREARMS AND AMMUNITION		NUMBER:	12.1.1
		ISSUED:	5/12/09
SCOPE:	All Sworn Personnel	EFFECTIVE:	5/12/09
DISTRIBUTION:	General Orders Manual	X	RESCINDS
			AMENDS
REFERENCE:	WI State Statute 165.85(3)d	WILEAG 5 th EDITION STANDARDS: 12.1.1, 12.1.2, 12.1.3	

INDEX AS: Ammunition
 Firearms
 Firearms Proficiency

PURPOSE: The purpose of this Order is to establish a policy regarding firearms proficiency and possession by sworn officers of the Port Washington Police Department, both on and off-duty.

This Order consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. FIREARMS PROFICIENCY
- IV. ON-DUTY FIREARMS
- V. AMMUNITION
- VI. SUPPLEMENTAL FIREARMS
- VII. OFF-DUTY FIREARMS
- VIII. CARE AND MAINTENANCE OF FIREARMS

I. POLICY

- A. It is the policy of the Port Washington Police Department that all sworn officers must be trained and qualified in the safe and proficient use of department authorized and issued firearms. All officers shall be required to qualify with a certified department firearms instructor/range officer prior to being authorized to carry such firearms and shall be required to maintain their qualification in order to ensure continual safe and proficient firearm use.

II. DEFINITIONS

- A. **ON-DUTY:** Anytime an officer is performing regular police duties under the supervision of a ranking officer on a scheduled tour of duty for the City of Port Washington.
- B. **OFF-DUTY:** Anytime an officer is not performing regular police duties under the supervision of a ranking officer on a scheduled tour of duty for the City of Port Washington.

III. FIREARMS TRAINING and PROFICIENCY

- A. Prior to being authorized to carry a firearm on-duty for the Port Washington Police Department, officers shall meet the following three requirements:
 - 1. Officers shall receive training in the safe handling and operation of department issued and authorized weapons. Officers must demonstrate their understanding of the Department's General Orders and State laws governing the use of weapons and the use of deadly force.
 - 2. Officers must be certified by the State of Wisconsin in the use of firearms.
 - 3. Officers must demonstrate the proficient use of the service weapon utilizing the **State of Wisconsin Handgun Qualification Standard** course to a Department firearms instructor/range officer before they are authorized to carry and use the weapon in performance of official duties, both on and off-duty. Thereafter, Wisconsin officers must successfully complete the **State of Wisconsin Handgun Qualification Standard** course at least once each year, between July 1st and June 30th (during the state's fiscal year). All officers issued or authorized to carry hand-held firearms shall be required to qualify with the issued/authorized firearm(s) under the direction of a Port Washington Police Department firearms instructor on an annual basis, or when directed to by the Chief of Police.

- B. All officers issued or authorized to carry department shotguns shall be required to qualify under the direction of a Port Washington Police Department firearms instructor on an annual basis.
- C. All officers authorized to carry department rifles shall be required to qualify under the direction of a Port Washington Police Department firearms instructor on an annual basis.
- D. An officer who has taken extended leave or suffered an illness or injury that could affect his/her firearms proficiency shall be required to re-qualify before returning to law enforcement duties.
- E. The scores set for qualification shall be determined by the Chief of Police or the Chief's designee. All firearms training, proficiency, and qualifying records shall be documented by a qualified firearms instructor and such records shall be maintained by the Department firearms instructor(s)/range officer(s) for a period of time as determined by the Chief of Police.
- F. Officers failing to qualify or having difficulty in the use of a firearm shall receive remedial training, consisting of one-on-one training with a department firearms instructor. If, through remedial training, the officer is unable to demonstrate a competent level of performance with the firearm the matter shall be referred to the Chief of Police for administrative review, and the officer shall not be allowed to return to duty until s/he is able to qualify.
- G. Officers authorized to carry department firearms shall receive annual training on General Orders 5.1.1 Use of Force, and 5.1.2 Use of Deadly Force.

IV. ON-DUTY FIREARMS

- A. No officer in the normal exercise of his/her duties as an employee of the Department shall carry any firearm or other weapon except those which are purchased, registered, issued, and authorized by the Department, and comply with Department specifications as listed in items 1. - 3. c). Every firearm carried on-duty shall be approved for such use by the Chief of Police.
 - 1. Shotgun: Less Lethal Launcher (Remington model 870 .12 gauge pump action shotgun).
 - a) Less Lethal Shotguns shall be secured in the marked squad cars.
 - 2. Handgun: Glock .40 caliber Semi-Automatic, Model 22 or 27, department owned, approved, and issued handgun;
 - a) Handguns shall be carried/worn in a department purchased, issued, and authorized holster.

3. Rifle: Smith & Wesson Model 15A 5.56
 - a) Rifles shall be secured in the department's squad cars.
 - b) The Smith & Wesson rifle shall be inspected on a per shift basis by the officer assigned to the squad per shift.
 - c) The decision to deploy or use the Smith & Wesson rifle in a given situation shall be determined by the individual officer, based upon the circumstances.
 4. All sworn patrol officers are authorized and shall carry the Taser X26 or Taser X2 while serving their tour of patrol duty.
- B. Firearms that are mechanically unsafe shall not knowingly be carried on duty. Defective department issued firearms shall be turned in immediately for repair.
 - C. All firearms shall be maintained in a clean serviceable condition.
 - D. Department issued firearms (weapons) shall not be altered or modified in any way.
 - E. The Department shall maintain a record of all Department owned firearms; including their make, model, serial number, and to whom it is issued. Prior to their being issued, a Department qualified weapons instructor shall review, inspect, and approve all agency-owned firearms. Any firearm deemed unsafe or defective shall not be issued.

V. AMMUNITION

- A. All on-duty and off-duty authorized ammunition and ammunition magazines shall be of the types and specifications approved and issued by the department. Only issued or authorized ammunition and magazines shall be carried by officers while on duty.
 1. Authorized shotgun ammunition: .12 ga. 2¾ in. 00 buck shotgun shell
 - a) 12 ga. slugs are carried in the squad and available if use is deemed appropriate.
 - b) 12 ga. Less Lethal shotgun rounds
 2. Authorized handgun ammunition: .40 S&W, 180 gr. jacketed hollow point (JHP)
 3. Authorized rifle ammunition: .223, 55 gr. full metal jacket (FMJ)

- B. Officers issued the Glock model 22 department purchased weapon shall be issued three (3) high capacity magazines; one (1) for the weapon and two (2) to be carried in the department-issued double magazine pouch.
- C. Uniformed officers shall carry two (2) fully loaded magazines in Department issued magazine pouches on their Sam Browne belt.

VI. SECONDARY/BACK-UP FIREARMS

- A. Officers may not carry a secondary handgun on duty without the approval of the Chief of Police. A secondary weapon may not be carried in place of the department issued weapon. Approval to carry a secondary weapon may be granted if the following conditions are met:
 - 1. The requesting officer shall submit a "Matter Of" to the principal firearms instructor, stating the reason for the request. The principal firearms instructor shall forward this request to the Chief of Police, along with his/her recommendation.
 - 2. A secondary weapon may be of any caliber approved by the Chief of Police.
 - 3. The secondary handgun shall be registered with the principal firearms instructor.
 - 4. Registration shall consist of the weapon's caliber, make, model and serial number, ammunition to be used, as well as the manner in which it will be carried.
 - 5. The secondary handgun must be carried concealed and secured in one of the following ways:
 - a) Ankle holster. (The holster shall have a strap over the backstrap of the firearm.)
 - b) Vest holster.
 - c) Belly band holster
 - d) In the pocket holster
 - e) The means of carry (holster) must be inspected and approved by the Chief of Police.
 - 6. Duty ammunition for carry in the secondary handgun must be approved by the principal firearms instructor.

7. Officers carrying a secondary handgun shall qualify with this weapon at each department firearms qualification. (If the secondary handgun is chambered for a round stocked by the department, the department will provide the officer's ammunition for on-duty carry.)
8. Probationary Officers are prohibited from carrying a secondary weapon unless specifically approved by the Chief of Police.

VII. OFF-DUTY FIREARMS

- A. Off-duty carry of a firearm is optional. Officers who are off-duty, may carry a firearm according to Wisconsin State Statutes governing peace officers carrying concealed weapons (§941.23).
- B. Officers opting to carry off-duty firearms shall meet the following conditions:
 1. The off-duty firearm shall be the department issued Glock model 22 or 27 or a firearm which has been pre-approved and authorized, in writing, for off-duty carry by the Chief of Police.
 2. The off-duty firearm shall be of a recognized and reputable brand and shall not be modified in any way from original manufacture.
 3. The officer shall properly maintain the firearm.
 4. When worn or carried off-duty, the weapon shall be concealed in a manner so as not to attract attention and not readily visible to the public.
 5. The officer shall have written department authorization/approval from the Chief of Police to carry a non-department issued off-duty firearm.
 6. The officer shall successfully qualify with the off-duty firearm semi-annually.
 - a) Qualification with a non-department issued, off-duty weapon shall be conducted under the direction of a department firearms instructor, when the officer attends regular firearms range training with his/her department issued duty weapon.

- b) Department authorized and approved ammunition for qualification/training purposes shall be provided by the department for department issued firearms. In the event the authorized off-duty weapon is of a different caliber than that of the department issued weapon, the officer shall provide ammunition which is authorized and approved by the Department for qualification/training purposes.
7. Whenever any officer carries an off-duty firearm, the officer shall also carry a Port Washington Police Department badge and photo identification.
- C. No police recruit is authorized to carry a firearm off-duty until s/he has successfully completed recruit training, Department field training, and holds certification by the State of Wisconsin Law Enforcement Standards Board.
 - D. This section does not apply to, nor does it prohibit officers from carrying firearms for legal hunting purposes, exercising their right as any other citizen for that purpose.
 - E. Officers are prohibited from carrying firearms when the officer's mental/physical abilities are or may be anticipated to be impaired by use of alcohol, drugs, medications or a combination thereof.


VIII. CARE AND MAINTENANCE OF FIREARMS

- A. Care and maintenance of firearms, whether owned by the department or the officer, is the responsibility of the officer using the firearm. Routine maintenance and cleaning should occur frequently to ensure the firearm is mechanically operational. Any malfunction or damage to a department-owned firearm shall be reported to the principal firearm instructor without delay.
- B. The weapons cleaning/maintenance area in the department armory is stocked with weapons cleaning supplies and is available 24 hours a day to all officers.
- C. Firearms instructors may inspect firearms during training and qualification to ensure the firearms are not altered, damaged or unserviceable for any reason. Firearms found to be altered, damaged, or otherwise unserviceable shall not be used for on or off-duty use until they have been repaired.
- D. Personally owned firearms damaged in the line of duty will be repaired or replaced by the department, provided the firearm was properly authorized,

registered, and the officer was currently qualified with the firearm when the damage occurred.

APPROVED:

DATE:



Chief Kevin Hingiss

1/16/19

Revised 1/16/19
Revised 7/12/16
Revised 9/4/15
Revised 9/25/13
Revised 5/26/11
Revised 4/20/10