


<b>NORTHAMPTON POLICE DEPARTMENT</b> <b>Administration &amp; Operations Manual</b>		
<b>Policy: Weapons, Equipment &amp; Department Owned Property</b>		<b>AOM: S-211</b>
Massachusetts Police Accreditation Standards Referenced: [17.5.2], [1.1.9], [1.3.11], [1.3.10], [1.3.11.a], [1.1.9], [17.5.3], [1.3.9], [84.1.4]		Issuing Authority <hr/> John D. Cartledge Chief of Police
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### Table of Contents

I. Introductory Discussion .....	1
II. Issuing/Reissuing Equipment & Weapons [17.5.2].....	1
III. Weapons Authorization .....	2
IV. Firearms Records [1.1.9].....	4
V. Inventory & Equipment Maintenance.....	4

## I. Introductory Discussion

The intent of this directive is to provide for the issuance/approval, inventory, accountability, and maintenance of all equipment and weapons to be used by members of the Northampton Police Department, as well as all other department-owned equipment and property.

## II. Issuing/Reissuing Equipment & Weapons [17.5.2]

- A. The designated supervisor shall issue equipment and weapons to personnel of the Northampton Police Department, and shall be responsible for maintaining issuance sheets for all employees that have been issued equipment and/or weapons.
  - 1. Upon the separation or suspension of a member of the Northampton Police Department, they shall return all issued equipment to the designated supervisor who will hold equipment until that person returns to active duty.

2. In the event that an employee permanently leaves the department, issued equipment shall be returned and documented and added to supply inventory until such time that it may be reissued.
3. In the event that an Officer has to be issued a replacement weapon in an emergency situation, the OIC shall issue one of the spare weapons in the Armory Locker. The OIC will also fill out the enclosed temporary issue paperwork (located in the gun locker, and forward it to the firearms supervisor, along with a memo regarding the issue of the weapon. In appropriate circumstances the Operations Division Commander should be notified as soon as possible.

#### B. Non-Permanently Issued Equipment

1. No non-permanently issued equipment shall be taken for use by any personnel without the express authorization of the Officer-in-Charge of such equipment.
2. Portable Radio/speaker/microphone: If a supervisor is going to authorize a non-permanently issued portable radio, speaker, or microphone for temporary use by an officer, they shall record the appropriate information.

### III. Weapons Authorization

- A. Only those weapons and ammunition issued or specifically authorized by the department shall be used in the performance of duty. All weapons, both lethal and non-lethal, shall be inspected and approved by an appropriate armorer or instructor, prior to being issued. However, this does not preclude the officer from protecting their life or the life of a bystander (refer to department policy entitled *Police Use of Force*). The following lethal and non-lethal weapons are authorized by the Chief of Police under authority of M.G.L. Ch. 41 §98:

#### 1. Lethal Weapons [1.1.9]

- a. Handguns  
Glock, 9mm, semi-automatic pistols with high capacity magazines (model 45, model 43X).
- b. Handgun Duty Ammunition 9mm Speer Gold Dot 147 Grain GDHP
- c. Patrol Rifle  
Yankee Hill Machine Short Barreled Rifle (SBR)
- d. Patrol Rifle Ammunition  
Federal Tactical Rifle Urban 55 Grain.

#### 2. Less Lethal Weapons [1.1.9]

- a. Batons  
Monadnock, Autolock 22" expandable straight baton.
- b. OC Aerosol Spray  
Sabre Red (10 percent or less).
- c. PepperBall System
- d. 40mm Less Lethal Launcher  
Penn Arms Single Shot Launcher

40mm Exact Impact Round (ammo).

*Note: All approved weapons and ammunition are subject to change upon the authorization of the Chief of Police.*

**B. Special Firearms Authorizations**

1. In special situations, the Chief of Police may provide written authorization for the carrying of a firearm other than the standard issued firearm while the officer is on duty. An officer seeking authorization to carry a firearm other than the standard issued firearm must submit such request in writing to the Chief of Police. [1.1.9]
  - a. An officer seeking authorization for the carrying of a firearm must demonstrate their proficiency in using the firearm before being approved, in writing, by the Chief of Police, to carry and use said firearm. [1.1.10]
  - b. All approvals are conditional upon annual re-qualification and proficiency testing. [1.1.11]

**C. Demonstrating Proficiency**

1. Only members demonstrating proficiency in the use of agency-issued/ authorized weapons (including firearms, batons and chemical sprays) shall be approved to carry such weapons both on and off duty. Refer to the department policy entitled *Police Use of Force* for procedures regarding weapons approval and proficiency testing. [1.1.10]
2. All newly hired officers shall receive proficiency testing prior to the issuance of any departmental weapons.
3. All veteran officers shall receive proficiency testing prior to the issuance of any newly approved departmental weapons.

**D. With respect to firearms authorization, it shall be the responsibility of the Senior Firearms Instructor/Armorer to:**

1. Serve as the principle armorer and direct the other departmental armorers;
2. Coordinate and oversee proficiency training and testing. [1.1.11]
3. Cause the inspection of all firearms intended for use by each employee in the performance of duty, and make recommendations to the Chief of Police as to whether or not the weapons should be approved; and [1.1.9]  
Certified firearms instructors and/or armorers must perform all inspections.
4. Make recommendations to the Chief as to types of firearms and ammunition to be used by this Department.

**E. Carrying Weapons and Ammunition Off-Duty**

1. Under M.G.L. Ch. 41 §98, off duty police officers are authorized to carry an issued or authorized firearm and ammunition while off-duty within the Commonwealth.

- a. A police officer is not required to carry a firearm while off-duty.
- b. Officers who desire permission to carry a firearm and ammunition other than their issued firearm and ammunition while off duty in the capacity as a police officer, must obtain permission from the Chief of Police. The officer must have met minimum qualification standards with the weapon and ammunition and must have received authorization prior to carrying the weapon and ammunition. [1.1.9] [1.1.10]

#### **IV. Firearms Records** [1.1.9]

- A. With respect to records, it shall be the responsibility of the Firearms Supervisor to:
  1. Maintain an inventory of all department issued and unissued firearms.
  2. Maintain an accurate record system of the issuance of all firearms, ammunition and shooting supplies. Records of firearms must include the following: [17.5.2]
    - a. Type, description, make, identifying model, and serial number of each firearm.
    - b. Identity of the owner or assignee.
    - c. Name of official making the approval.
    - d. Date of approval.
    - e. The course fired to demonstrate proficiency.
    - f. All scores used to qualify the user on the demonstration of proficiency.
    - g. All firearms inspection records.
  3. Annually, by December 31<sup>st</sup>, prepare and submit to the Administrations Division Commander, an inventory report of all the firearms, ammunition and shooting supplies, and a request for needed ammunition and shooting supplies.

#### **V. Inventory & Equipment Maintenance**

- A. It shall be the responsibility of the following department employees to keep an inventory of department equipment/supplies equipment assigned to their control, and to ensure that such unissued equipment/supplies are maintained in a state of operational readiness. The Senior Firearms Instructor/Armorer shall be responsible for insuring the security of all unissued firearms and ammunition, including pepperball guns and projectiles: [17.5.3] [1.1.9] [84.1.4]
  1. Communications equipment shall be the responsibility of the Communications Supervisor.
  2. Motor vehicles shall be the responsibility of the Administrations Division Commander or a Fleet Supervisor.
  3. All issued and unissued firearms shall be the responsibility of the Firearms Supervisor. Any unsafe or malfunctioning weapon shall be immediately reported to the Officer-in-Charge, who shall secure such weapon and notify a departmental Armorer for repair or replacement.
  4. All radar and other speed determining equipment shall be the responsibility of the Traffic Supervisor.

5. Photo and identification equipment shall be the responsibility of the Detective Bureau Commander.
  6. Office equipment shall be the responsibility of the Administrative Assistant and the Supervisor of Records.
  7. All other issued/unissued equipment, supplies and consumables shall be the responsibility of the Supply Supervisor. Said supervisor shall be responsible for the security of all unissued OC products and batons. [1.1.9]
  8. To ensure operational readiness, the Supply Supervisor shall conduct an inventory and inspection each March of stored equipment and shall complete the required log (*AOM S-211.a Inventory and Stored Equipment Maintenance*). This log shall be submitted to the Captain of Administration. [17.5.2]
  9. The I.T. department is responsible for inventory and maintenance of computers, monitors, and servers.
- B. The department employee to whom the equipment/supplies are issued shall maintain all issued equipment/supplies in a state of operational readiness. [17.5.2]
1. Issued equipment may be inspected at any time by a supervisor.
  2. Should an article of an employee's issued equipment become lost, disabled, or damaged, they shall report such to their supervisor in writing and if applicable, complete a malfunction sheet. The article of equipment shall be forwarded to the appropriate supervisor.
    - a. The supervisor shall be responsible for completing an initial investigation to determine the cause of such disability loss or damage. A finding of negligence on the part of the employee, to whom the equipment was issued, may result in that employee being held accountable for financing the cost of replacement or repair. Additionally, the employee may be subject to disciplinary action.
  3. When an article of equipment becomes inoperable, the Supervisor in charge of such equipment shall contact the appropriate vendor to have the article repaired or replaced.
  4. Firearms not kept under the direct control of the employee to which they are issued, are required to be secured inside the employee's locked locker, or in a cruiser mounted safe.
- C. Should an article of employee's issued equipment be turned into the department as a result of that employee no longer being employed, it shall be turned into the Supply Supervisor who will inspect the equipment and determine if it is in good working condition and be reissued. The equipment will be documented in IMC as being returned and a copy of such inventory will be provided to the employee returning the equipment.
1. If the equipment is determined to be in good working condition it will be placed in the supply storage closet for reissuance.

2. Equipment subject to reissuance will include but not limited to batons, handcuffs, OC Spray, Leather Gear, Uniforms, and any other issued equipment at the discretion of the Chief.