

	<b>CLAY COUNTY SHERIFF'S OFFICE</b>		<b>Policy 308</b>
	<b>SUBJECT: FIREARMS</b>		Approved by: Sheriff Will Akin
	ISSUED: 09/29/2016	REVISED: 12/28/2022	CANCELS:
	CALEA References: 4.1.3, 4.1.4, 4.3.1-4		

**308.1 PURPOSE AND SCOPE**

- (a) This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance, and firearms qualifications and training.
- (b) This policy does not apply to issues related to the use of a firearm that are addressed in the *Use of Force* or *Officer-Involved Shootings and Deaths* policies.
- (c) This policy only applies to those members who are authorized to carry firearms.

**308.1.1 AUTHORIZATION TO CARRY FIREARMS**

- (a) Only licensed personnel who have met all State and Missouri Peace Officer Standards and Training (POST) requirements and have been commissioned by the Sheriff shall have the peace officer privilege to carry a firearm both on- and off-duty (571.030.2(1), RSMO). (4.3.2)
- (b) Certain Detention Officers who have been approved by the Sheriff and have successfully completed a firearms training and qualification course by a department firearms instructor may be issued a firearm and carry that firearm while on-duty in the course of their duties pursuant to 571.030.2(2), RSMo.
- (c) Except when in secure areas, uniformed deputies will be armed with an office-approved handgun at all times. Commissioned members carrying firearms while wearing civilian attire should wear clothing that effectively conceals the firearm when outside a controlled law enforcement facility or work area.
- (d) All agency personnel authorized to carry lethal and less lethal weapons will receive all use of force policies and related instruction before receiving authorization to carry a weapon. Policy receipt and curriculum delivery will be documented. (4.3.4)

**308.1.1 AUTHORIZATION TO CARRY FIREARMS**

- (a) **Good physical condition** – members who attend training or a firearms qualification must show a level of physical conditioning which allows the member to acceptably complete the training

**308.2 POLICY**

- (a) The Clay County Sheriff's Office will equip its members with firearms to address the risks posed to the public and office members by violent and sometimes well-armed persons. The Firearms Training Unit will ensure firearms are appropriate, in good working order, and that relevant training is provided on a continual basis.

### **308.3 AUTHORIZED FIREARMS, AMMUNITION, AND OTHER WEAPONS (4.3.1)**

- (a) Members shall only use firearms that are issued or approved by the Office and have been thoroughly inspected by the Lead Firearms Instructor or their designee. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized Office range. (4.3.1)
- (b) All other firearms or weapons not provided by the Office, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons, or any weapon prohibited or restricted by law or that is not covered elsewhere by Office policy, may not be carried by members in the performance of their official duties without the express written authorization of the Clay County Sheriff's Office and the Lead Firearms Instructor. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.
- (c) The Lead Firearms Instructor will maintain a record of each firearm issued by the agency for official use. The records will be maintained in a department internal database for as long as the weapon is in service. The records will include identifying numbers and characteristics, inventory, issued dates and receiving members, maintenance, trading, and destruction information. (4.3.1e)

#### **308.3.1 HANDGUNS**

- (a) The authorized office-issued handgun is the Glock Model 17/19 Gen5 9mm caliber. Both of these handguns are chambered in 9mm caliber. These handguns will be carried while members are on-duty and wearing their Class A and B uniforms.
- (b) The Sheriff may approve alternative handguns at their discretion.

#### **308.3.2 SHOTGUNS**

- (a) The authorized office-issued shotgun is the Remington 870 12 gauge, and is chambered for 12ga rounds. Personally owned shotguns are prohibited from being carried.
- (b) When not deployed, a member's office-issued shotgun shall be properly secured in a locking gun rack in the patrol vehicle with the magazine loaded, the action closed on an empty chamber, the trigger pulled to release the hammer, and the safety in the safe position. (4.3.1f)
- (c) Members that are issued patrol vehicle that do not have gun locks shall store their office-issue shotgun in a soft or hard gun case. The gun case will be stored in discrete location out of view, but quickly accessible to the member.

#### **308.3.3 PATROL RIFLES**

- (a) The authorized office-issued patrol rifle is the Colt LE6933/LE6944 and the Aero Precision M4E1. Personally owned patrol rifles are prohibited from being carried on-duty.
- (b) When not deployed, a member's office-issued patrol rifle shall be properly secured in a locking gun rack in the patrol vehicle with the chamber empty, magazine loaded and inserted into the magazine well, the bolt forward with the dust cover closed, the trigger pulled to release the hammer, and the selector switch in the "FIRE" position (selector switch cannot be placed in the "SAFE" position with the hammer released). (4.3.1f)
- (c) Members that are issued patrol vehicle that do not have gun locks shall store their office-issue patrol rifle in a soft or hard gun case. The gun case will be stored in discrete location out of view, but quickly accessible to the member.

#### 308.3.4 PERSONALLY OWNED DUTY FIREARMS

- (a) Members wearing civilian clothing may carry a personally owned handgun only if the handgun is on the approved secondary/off-duty approved handgun list. Each personally owned handgun shall be inspected and approved by the Lead Firearms Instructor or their designee. Each member that desires to carry a personally owned handgun shall complete all qualification requirements to carry the personally owned handgun on-duty or off-duty.

#### 308.3.5 AUTHORIZED SECONDARY HANDGUN

- (a) Members desiring to carry office or personally owned secondary handguns are subject to the following restrictions:
1. The handgun shall be on the secondary / off-duty approved handgun list. The Lead Firearms Instructor will maintain a current secondary / off-duty approved handgun list. (4.3.1e)
  2. The handgun shall be in good working order.
  3. Only one secondary handgun can be carried at a time.
  4. The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Office.
  5. The secondary handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge, or loss of physical control.
  6. The handgun shall be inspected by the Lead Firearms Instructor or their designee prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
  7. Ammunition shall be the same as office-issued. If the caliber of the handgun is other than office-issued, the Lead Firearms Instructor or their designee shall approve alternative ammunition.
  8. Prior to carrying the secondary handgun, members shall qualify under range supervision by the Lead Firearms Instructor or their designee. The member shall qualify annually on their secondary handgun. Members must demonstrate proficiency, safe handling, and the handgun functions properly.
  9. Members shall provide the Lead Firearms Instructor written notice of the make, model, serial number, and caliber of the secondary handgun, who will maintain a list of the information. (4.3.1e)

#### 308.3.6 AUTHORIZED OFF-DUTY HANDGUNS

- (a) The carrying of handguns by member while off-duty is permitted by the Sheriff but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a handgun while off-duty, based on their authority as a peace officer, will be required to meet the following guidelines:
1. The handgun shall be on the secondary/off-duty approved handgun list. The Lead Firearms Instructor will maintain a current secondary/off-duty approved handgun list. (4.3.1e)
  2. The purchase of the personally owned handgun and ammunition shall be the responsibility of the member.
  3. The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge, or loss of physical control.

4. It will be the responsibility of the member to submit the handgun to the Lead Firearms Instructor or their designee for inspection prior to being personally carried. Thereafter the handgun shall be subject to periodic inspections by the Lead Firearms Instructor or their designee.
5. Prior to carrying the secondary handgun, members shall qualify under range supervision by the Lead Firearms Instructor or their designee. The member shall qualify annually on their off-duty handgun. Members must demonstrate proficiency, safe handling, and the handgun functions properly.
6. Members shall provide the Lead Firearms Instructor written notice of the make, model, serial number, and caliber of the secondary handgun, who will maintain a list of the information.
7. If the member desires to use more than one handgun while off-duty, they may do so as long as all the requirements set forth in this policy for each handgun are met.
8. Ammunition shall be the same as office-issued. If the caliber of the handgun is other than office-issued, the Lead Firearms Instructor or their designee shall approve alternative ammunition.
9. When armed, members shall carry their badges and Clay County Sheriff's Office identification cards under circumstances requiring possession of such identification.

#### 308.3.7 PRECISION RIFLES

- (a) Members who are issued a precision rifle will adhere to this policy's section, Firearms Training and Qualifications.
- (b) The authorized precision rifle is a G.A. Precision, built on a Remington 700 footprint. The precision rifle will have a barrel length no less than 20 inches. The barrel shall be threaded to accept timed muzzle brakes and or suppressors.
- (c) Precision rifles will only be issued to members that have completed a Precision Rifle Operator course of 40 hours. Members issued a precision rifle shall complete 8 hours of training per month along with a quarterly 10-round qualification.
- (d) Members issued a precision rifle shall store their rifle in a hard or soft case in a discrete location of their vehicle. The precision rifle shall be stored with an empty chamber, closed bolt, released trigger, and the safety in the "on" position. Precision rifles may be stored with a loaded magazine.
- (e) The Clay County Sheriff's Office will provide ammunition for all precision rifles.

#### 308.3.8 AMMUNITION (4.3.1b)

- (a) Members shall carry only office-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all office-issued firearms. Replacements for unserviceable or depleted ammunition issued by the Office shall be dispensed by the Lead Firearms Instructor or their designee when needed, in accordance with established policy.
- (b) Members carrying personally owned approved handguns shall be responsible for obtaining fresh duty ammunition at their own expense. The Lead Firearms Instructor will provide a list of approved ammunition.

- (c) The Clay County Sheriff's Office will provide ammunition for all training and qualifications relating to office-issued firearms. Member attending a secondary or off-duty handgun qualification may be required to provide ammunition at their own expense. Ammunition shall be of good quality and factory built; reloaded ammunition shall not be fired in office-issued firearms or allowed at any office-range event.
- (d) Any member using reloaded or non-approved ammunition in an office-owned firearm may be subject to discipline. Damage to office-owned firearms or property due to the use of non-approved or reloaded ammunition may be the responsibility of personnel involved. The decision to repair or replace the damaged firearm will be reside with the Sheriff or their designee.

#### 308.3.9 LESS LETHAL FIREARMS (4.1.4)

##### (a) Shotguns

1. Less lethal shotguns will only be issued to members that have been through the appropriate training as specified in this policy's section, Firearms Training and Qualifications. (4.3.4)
2. The authorized Office-issued less lethal shotgun is the Remington 870 12 gauge, and is chambered for 12ga rounds. Less lethal shotguns shall be identified with an orange-colored stock and forearm.
3. When not deployed, a member's Office-issued less lethal shotgun shall be properly secured in a locking gun rack in the patrol vehicle with the magazine loaded, the action closed on an empty chamber, the trigger pulled to release the hammer, and the safety in the safe position.
4. Members that are issued a patrol vehicle that do not have a gun lock shall store their Office-issued less lethal shotgun in a soft or hard gun case. The gun case will be stored in a discrete location out of view, but quickly accessible to the member.
5. The Sheriff's Office will provide all less lethal ammunition.

##### (b) 40MM Launchers

1. 40mm Launchers will be used or deployed to members that have been through the appropriate training as specified in this policy's section, Firearms Training and Qualifications.
2. The authorized 40mm Launcher is the Penn Arms Model GL1-40-C and the Abramd Airborne Model LTL40MM. The deployment or usage of a launcher will be at the direction of the STAR TEAM Commander or their designee. Launchers will be stored at locations designated by the STAR TEAM Commander or their designee. (4.3.1a)
3. The Sheriff's Office will provide munitions for all 40mm Launchers.

#### 308.3.10 SPECIALIZED UNITS

- (a) The Lead Firearms Instructor will ensure specialized units are supplied with office-approved firearms and ammunition. Any specialized firearm-related equipment must be approved and authorized through the Lead Firearms Instructor along with the Specialized Unit Commander. (4.3.1)

### **308.4 REPAIRS, MODIFICATIONS, AND EQUIPMENT**

- (a) Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. The Clay County Sheriff's Office shall provide a location where members can clean office-issued firearms. The Lead Firearms Instructor will be responsible for stocking the appropriated tools and products to clean office-issued firearms.
- (b) Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor and the Lead Firearms Instructor.
- (c) Firearms that are the property of the Office or personally owned firearms that are approved for sheriff's office use may be repaired or modified only by a person who is office-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modifications or repairs must be authorized in advanced by the Lead Firearms Instructor.
- (d) Any repairs or modifications to the member's personally owned firearm shall be done at their expense and must be approved by the Lead Firearms Instructor

#### **308.4.1 HOLSTERS**

- (a) Only office-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun. Office-approved holster shall have a level 1 retention or higher. The Lead Firearms Instructor will provide a list of office-approved holsters.
- (b) Members carrying approved personal handguns will be required to purchase a holster at their own expense. The holster shall be made to accept the handgun they have chosen to carry. The member will need to show that they are proficient at manipulating the holster.

#### **308.4.1 TACTICAL LIGHTS**

- (a) Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Lead Firearms Instructor. Once the approved tactical light has been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

#### **308.4.1 SIGHTS AND OPTICS**

- (a) Sights and optics may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Lead Firearms Instructor. Any approved sight or optic shall only be installed in strict accordance with manufacture specifications. Once approved and the sight or optic have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

### **308.5 SAFE HANDLING, INSPECTION, AND STORAGE (4.3.1c)**

- (a) Members shall maintain the highest level of safety when handling firearms and shall consider the following:
  - 1. Members shall not unnecessarily display or handle any firearm.
  - 2. Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Lead Firearms Instructor or designee. Members shall not dry fire or practice quick draw except under the Lead Firearms Instructor or designee's supervision.

3. Members shall not clean, repair, load or unload a firearm anywhere in the Office, except where clearing barrels are present.
4. Shotguns and rifles removed from vehicles or the Armory safe shall be loaded and unloaded in the parking lot and outside of the vehicle or anywhere there is a clearing barrel present.
5. Members shall not place or store any firearms on Office premises except where the place of storage is locked. No one shall carry firearms into the jail/detention center or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail/ detention center to persons from outside agencies are responsible for ensuring firearms are not brought in to the jail/detention center.
6. Members shall never use any automatic or three round burst firearms. Heavy caliber rifles, gas guns, chemical guns or other type of specialty firearms can only be issued and approved by the Sheriff, Lead Firearms Instructor or the DERT / STAR TEAM-Team Leader(s) or their designee. (4.3.1c)
7. Any firearm authorized by the Office to be carried on or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Lead Firearms Instructor for approved inspection and repair. Any firearm deemed in need of repair or service by the Lead Firearms Instructor will immediately be removed from service. If the firearm is the member's primary duty firearm, a replacement will be issued to the member until the duty firearm is serviceable. (4.3.1d)

#### 308.5.1 INSPECTION AND STORAGE (4.3.1c, f)

- (a) Firearms shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the firearm is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.
- (b) Personally owned firearms shall be stored safely and locked up when not being used in the line of duty. Handguns may remain loaded if they are secured in an appropriate holster or in a locked gun case.

#### 308.5.2 STORAGE AT HOME (4.3.1f)

- (a) Members shall ensure that all firearms and ammunition are secured while in their homes, vehicles or any other area under their control and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit office-issued firearms to be handled by anyone not authorized by the Office to do so. Members should be aware that negligent storage of firearms could result in civil liability.

#### 308.5.3 ALCOHOL AND DRUGS

- (a) Firearms shall not be carried by any member, either on or off-duty, who has consumed any amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

### 308.6 FIREARMS TRAINING AND QUALIFICATIONS (4.3.3)

- (a) Members who carry a firearm while on duty are required to successfully complete training annually with their duty firearms. In addition to annual training, all members will qualify annually with their duty firearms. Members carrying secondary firearms or off-duty firearms are required to qualify annually. Secondary and off-duty firearms qualifications will be on a volunteer basis. At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.
- (b) Members who attend firearms training and or a qualification must be in good physical condition.
- (c) Members who have physical limitation shall not attend firearms functions. Members who display limitations, being physical or mental, that put them and other in harm's way will be removed from the range. Members who violate firearms safety rules will be removed from the range. Any firearms instructor has the authority to remove any member from a firearms function.
- (d) All proficiency training must be monitored by a certified firearms or tactics instructor. (4.3.3a)
- (e) In-service training for other less lethal weapons and weaponless control techniques shall occur at least biennially. (4.3.3)

#### 308.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

- (a) If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status, or scheduling conflict, that member shall submit a memorandum to their immediate supervisor prior to the end of the required training or qualification period.
- (b) Those who fail to meet minimum standards or qualify on their first shooting attempt will be given a second attempt to qualify on the same day. If a member fails their second attempt or shows a poor performance, the following shall take place:
  - 1. After-Action Reports shall be completed about the member not meeting the minimum requirement. Copies of the After-Action Report will be forwarded to the Lead Firearms Instructor.
    - i. The Lead Firearms Instructor will forward the After-Action report to the member's Chain of Command.
  - 2. Additional range assignment or remedial training will be scheduled to assist the member in demonstrating consistent firearm proficiency. (4.3.3c)
  - 3. The member shall be given a third attempt to pass the training and qualification requirement at the conclusion of remedial training. If the member passes the range requirement, After-Action Reports will be completed and forwarded to the Lead Firearms Instructor and the member's Chain of Command.
  - 4. If the member fails their third attempt qualifying, their firearm shall be removed and forwarded to the Lead Firearms Instructor.
  - 5. An additional After-Action report will be completed and forwarded to the Undersheriff. The Undersheriff will decide the next course of action.
  - 6. Members who repeatedly fail to meet minimum standards will be removed from field assignments and may be subject to disciplinary action. After-Action Reports will be completed and forwarded to the Lead Firearms Instructor regarding any member(s) that repeatedly require remedial training and fail annual qualifications.



### 308.6.2 MODIFIED DUTY-FIREARMS

- (a) The Lead Firearms Instructor shall be notified when any member is placed on modified duty longer than 14 days. Any member that is on modified duty longer than 14 days may be required to attend and pass a practical pistol course. It will be the member's responsibility to contact the Lead Firearms Instructor to see if a firearms qualification course is needed.
- (b) Members that are injured, ill, or placed on modified duty may continue to carry a firearm as long as their injury or illness doesn't hinder their ability to handle said firearm. Members on modified duty carrying a firearm will not wear issued uniforms or attire with Sheriff's Office signatures. Members on modified duty carrying a firearm should wear clothing that effectively conceals the firearm when outside a controlled law enforcement facility or work area.
- (c) Any member on modified duty who did not qualify during the previous year will not carry a firearm and will qualify prior to returning to full duty. In addition, the Sheriff/Commander or a department-authorized physician may direct the member not to carry a firearm for the duration of the modified duty assignment.
- (d) Members that are on placed on administrative leave will surrender all Office-issued firearms to their Division Commander or designee. The firearms will be turned over to the Lead Firearms Instructor for safe keeping. The firearms will not be returned to the member until approved by the Division Commander.

### 308.7 FIREARM DISCHARGE

- (a) Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally on- or off-duty shall make a written report to their supervisor as soon as circumstances permit. If the discharge resulted in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shooting and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.
- (b) In all other cases, written reports shall be made as follows:
  - 1. If on-duty at the time of the incident, the member shall file a written report with their Division Commander or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
  - 2. If off-duty at the time of the incident, a written report shall be submitted or a recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

### 308.7.1 DESTRUCTION OF ANIMALS

- (a) Members are authorized to use firearms to stop an animal in circumstance where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.
- (b) In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, office members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, TASER, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

### 308.7.2 INJURED ANIMALS

- (a) With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.
- (b) If disease such as rabies or chronic wasting disease is suspected, euthanasia by gunshot to the head should not be performed if at all possible.

### 308.7.3 WARNING AND OTHER SHOTS

- (a) Warning shots or shots fired for the purpose of summoning aid are prohibited. (4.1.3)

## 308.8 LEAD FIREARMS INSTRUCTOR

- (a) Firearms Instructors will be selected based on Sheriff's Office-required qualifications, to include at a minimum, attendance of a Missouri Peace Officer Standards and Training (POST)-certified firearms instructor training course.
- (b) The range will be under the exclusive control of the Lead Firearms Instructor. All members attending will follow the directions of the Lead Firearms Instructor. The Lead Firearms Instructor will maintain a roster of all members attending the range and will submit the roster to the Training Sergeant after each range event. Failure of any member to sign in and out with the Lead Firearms Instructor may result in nonparticipation or non-qualification.
- (c) The range shall remain operational and accessible to office members during hours established by the Lead Firearms Instructor. Members shall not arrive more than 15 minutes prior to their scheduled times. The Lead Firearms Instructor or their designee has exclusive control over who attends the range and can remove any member from the range if they deem it necessary. Members who arrived late for their scheduled range date/time will not be allowed to participate.
- (d) The Lead Firearms Instructor has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by member of this Office to verify proper operation. The Lead Firearms Instructor has the authority to deem any Office-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to their personally owned firearm; it will not be returned to service until it has been inspected and approved by the Lead Firearms Instructor. (4.3.1c)
- (e) The Lead Firearms Instructor has the responsibility for monitoring and ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning, and safety of all firearms the member is authorized to carry. (4.3.3a)
- (f) The Lead Firearms Instructor shall complete documentation of the training courses provided. Documentation shall include the qualification of each instructor who provides the training, a description of the training provided, and a list of each member who completes the training. The Lead Firearms Instructor should keep accurate records of all training shoots, qualifications, repairs, maintenance, or other records that may be required. The Lead Firearms Instructor shall submit documents/certificates to the Training Sergeant for each member that has successfully completed a training or qualification course, to include documentation of proficiency. (4.3.3b)
- (g) Additional requirements for the Lead Firearms Instructor include, but are not limited to:
  - 1. Organizing all firearms training and qualification events; this includes locating an available range, sending out range event notices, creating range schedules, and making sure all required equipment is available.
  - 2. Transporting all required equipment to the available range location.

3. Documenting all members' firearms training/qualifications and imputing required documents into the firearms database.
  4. Submitting firearms records for continuing education hours.
  5. Developing lesson plans and course of fires.
  6. The issuance and intake of all firearms to members, along with other firearms related equipment.
  7. Overseeing that the cleaning bench is properly supplied and clearing/charging barrels are in their proper location and in working order.
  8. Yearly firearms inspections.
  9. Fix, repair, and clean all firearms before they are issued.
  10. Annual auditing of all firearms and their location or issuance.
  11. Developing yearly firearms budget.
  12. Purchasing all firearms related equipment.
  13. Overseeing ammunition inventory and issuance. (Training and Duty)
- (h) The Lead Firearms Instructor and all other Office Firearms Instructors should attend a formal firearms instructor or firearms training course every two years to maintain their skills and knowledge.

### **308.9 FLYING WHILE ARMED**

- (a) Members wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure.
- (b) Members must have a need to have the firearm accessible, as determined by the Office based on the law and published TSA rules.
- (c) Members must carry their Clay County Sheriff's Office identification card, bearing the member's name, a full-face photograph, identification number, and the signature of the Sheriff or the official seal of the Office.
- (d) Members must present this identification to airline officials when requested. The member shall also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g. driver license, passport).
- (e) The Clay County Sheriff's Office must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the member's travel.
- (f) If approved, TSA will send the Clay County Sheriff's Office an NLETS message containing unique alphanumeric identifiers. The member must present the message on the day of travel to airport personnel as authorization to travel while armed.
- (g) Members must complete the mandated TSA security training covering members flying armed. The training shall be given by the office-appointed instructor.
- (h) It is the member's responsibility to notify the air carrier in advance of the intended armed travel. This should be accomplished by early check-in at the carriers check in counter.
- (i) Any member flying while armed should discreetly contact the flight crew prior to takeoff and notify them of their assigned seat.
- (j) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The member must keep the firearm concealed on their person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

- (k) Members should try to resolve any problem through the Pilot in Command, Ground Security Coordinator, TSA Representative, or other management representative of the air carrier.
- (l) Member shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

### **308.10 CARRYING FIREARMS OUT OF STATE**

- (a) Qualified, active, full-time members of this Office are authorized to carry a concealed firearm in all other states subject to the following conditions (18USC (926B)
  1. The member shall carry their Clay County Sheriff's Office identification card whenever carrying such firearm.
  2. The member is not the subject of any current disciplinary action that would prevent them from carrying a firearm as a member of the Clay County Sheriff's Office.
  3. The member may not be under the influence of alcohol or any other intoxicating or hallucinatory drugs.
  4. The member will remain subject to this and all other office policies (including qualifying and training).
- (b) Members are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base, or park. Federal authority may not shield a member from arrest and prosecution in such locally restricted areas.
- (c) Active peace officers from other states are subject to all requirements set forth in 18 USC 926B.