

	FREDERICKSBURG POLICE DEPARTMENT DIRECTIVES	
	OPERATIONS	
303.00	APPROVED: <i>David W. Nye, Chief of Police</i>	Initiated: 10/01/2007
		Revised: 12/07/2015

WEAPONS

303.00 – Firearms and Ammunition – Only department authorized firearms and ammunition will be used by Fredericksburg Police Department personnel in the performance of duty or while acting under the authority of a law enforcement officer.

Primary On-duty Handguns - The Glock model 22, .40 caliber semi-automatic pistol is the standard Departmentally issued handgun for all sworn uniformed officers. The Glock model 23 .40 caliber semi-automatic pistol may be issued to detective and administrative personnel in place of the Glock model 22.

The primary handgun shall be carried by all sworn personnel while working as a police officer in uniform, regardless of whether that work is performed on-duty or is performed off-duty during the course of secondary or extra-duty employment. The Detective Division Commander may permit detectives working in an undercover plain-clothes assignment to carry a department-approved handgun that the detective has qualified with.

The primary handgun shall be worn in an approved holster. In all instances the primary handgun shall be loaded exclusively with departmentally issued ammunition that has not been altered or modified in any way.

On-duty Back-Up Handguns - Officers of any assignment are permitted to carry a privately-owned back-up handgun while on duty, provided that the handgun has been inspected and approved by the Departmental Range Officer. The handgun's descriptive data, to include manufacturer, model, caliber, and serial number, shall be documented in the firearms files. The officer shall qualify with the handgun on a Department-approved course of fire and the handgun shall be loaded with "factory new" ammunition that has been approved by the Department.

Off-Duty Handguns - Unless explicitly restricted due to disciplinary action or other appropriate cause, off-duty officers are authorized to be armed while away from their homes in any jurisdiction where the carrying of a firearm by a Virginia law enforcement officer is legal.

Officers who exercise this option inside the City of Fredericksburg shall wear or carry only those Departmentally-issued or privately-owned handguns: that have been inspected and approved by the Department. The handgun's descriptive data, to include manufacturer, model, caliber, and serial number, shall be documented in the firearms files. The officer shall qualify with the handgun on a Department-approved course of fire and the handgun shall be loaded with "factory new" ammunition that has been approved by the Department.

The above provisions notwithstanding, no requirement of this directive prohibits an officer from exercising his basic right as a citizen to openly carry any legal firearm of his choosing for purposes of hunting, target practice, gun collecting, sale, maintenance, repair, or other personal reasons unrelated to law enforcement.

A complete inventory of all of the types and specifications for all lethal and less lethal weapons and ammunition approved for use by the department is located in the Firearms Unit Guide. [1.3.9, a, b]

303.01 – Firearms Inspection– A continuous firearms inspection program has been established for all firearms issued or authorized for use by police officers of this department. Firearms review, inspection, and approval will be conducted along the following parameters:

Initially, upon an officer's qualification with a firearm that is permanently assigned, the Range Officer (instructor) will inspect the firearm to ensure safety and functionality. Firearms deemed to be defective or unsafe will be removed from service and properly repaired or replaced.

The Support Services Division Commander is responsible for overseeing the firearms inspection and maintenance program. The department Armorer or Assistant Armorer shall conduct all firearms inspections in accordance with recommended guidelines as set forth by the firearms manufacturer.

All inspections shall be documented on forms designated by the department and maintained on file as long as the firearm remains in use with the department. The department Armorer shall prepare an annual report directed to the Support Services Division Commander reporting total inspections, maintenance, and repairs conducted and the name (s) of replacement parts used, as well as any other firearm problems discovered.

The department Armorer will conduct an annual, documented inspection of these firearms for safety and functionality. [1.3.9, c]

303.02 – Removal of Unsafe Firearms – Firearms that the department Armorer finds to be defective or unsafe will be removed from service and properly repaired or replaced. [1.3.9, d]

303.03 – Firearms Records – Each firearm approved and purchased for use by the Fredericksburg Police Department will be documented on a master firearms inventory maintained by the Supervisory Armorer. [1.3.9, e]

303.04 – Firearms Storage – It is the responsibility of all officers who are assigned a department-issued firearm to properly care for and safely secure the firearm. The Commanding Officers of each Division or division component will be responsible for all firearms that are assigned to the Division for common use among sworn officers. When not in use, these firearms will be properly secured in safes, rooms, or racks designed for secure storage. Access to these firearms will be restricted to sworn officers or personnel assigned to either transport or maintain the firearms.

Officers who check out shotguns will maintain the firearm in a safe mode and carry the firearm as instructed (with the muzzle pointed toward the ground) when carrying the firearm between their vehicle and police headquarters.

Under no circumstances will loaded firearms be stored or maintained unattended within Police Headquarters.

Ammunition for firearms will be assigned to sworn officers who will secure such ammunition if it is to be stored separately from the firearms. [1.3.9, f]

303.05 – Firearms Proficiency – The Range Officer, in conjunction with the Training Bureau, will establish the training and qualification requirements for each department-authorized firearm in accordance with the requirements of the Virginia Department of Criminal Justice Services and approval of the Chief of Police. Personnel must demonstrate proficiency in the use of agency-authorized firearms. Prior to carrying any department issued or authorized firearm, all sworn personnel must attend and successfully complete a training and qualification course approved by the Chief of Police. [1.3.10]

303.06 – Firearms Training Schedule – All sworn members of this Department will receive firearms training on a schedule established by the Department. Only DCJS certified firearm instructors are permitted to monitor and conduct firearms training and proficiency certification.

The Department firearms training schedule is:

- Initial Training - The Rappahannock Regional Criminal Justice Academy or a DCJS approved academy provides initial firearms training for sworn officers.
- Lethal Weapons Refresher Training - All sworn officers are required to receive refresher training and:
 - Qualify semi-annually with the department issued handgun;
 - Qualify annually with back-up firearms, off-duty firearms, and shotguns;
 - Qualify with special weapons (ex. SETT rifles, sniper rifles) on a schedule established for the specialized unit to which they are assigned.

Firearms refresher training shall follow the Firearms Unit Operational Guide – Operations, Proficiency Training and Qualification section program.

303.07 – Less Lethal Weapons and Weaponless Control Techniques Training Schedule

– All sworn members of this Department, with the exception of Command Staff personnel (Chief of Police and Division Commanders), will receive training and must demonstrate proficiency on less lethal weapons and weaponless control techniques on a schedule established by the Department. Only DCJS certified defensive tactics instructors are permitted to monitor and conduct training and proficiency certification.

The Department less lethal weapons and weaponless control techniques training schedule is:

- Initial Training - The Rappahannock Regional Criminal Justice Academy or a DCJS approved academy provides initial less lethal and weaponless control techniques training for sworn officers.
- Less Lethal Weapons Refresher Training - All sworn officers are required to receive refresher training as described:
 - Taser Refresher training - All sworn officers are required to receive refresher training on the Taser annually.
 - Baton and OC spray training - All sworn officers are required to receive refresher training with the baton and OC spray at least once every two (2) years.
 - All sworn officers are required to receive refresher training on defensive tactics at least once every two (2) years.

Refresher training shall include Department policy on the use of force. [1.3.11, a]

303.08 – Schedule Responsibility – The Training Manager shall maintain records for required lethal and less lethal weapons training. The Training Manager shall be responsible to notify the Support Services Division Commander when training/qualification on lethal and less lethal weapons is required. The Support Services Division Commander shall coordinate training with the Range Officer.

303.09 – Firearms Training Records – Firearms instructors will forward to the Training Manager records documenting the training of each sworn officer for each firearm the officer has been trained and authorized to use. These records will also include the name of the firearms instructor who conducted an inspection of each firearm and the qualification scored. [1.3.11, b]

303.10 – Remedial Firearms Training – Officers shall be provided reasonable opportunity and instruction to facilitate successful completion of the firearms qualification (as described in the Firearms Unit Operational Guide – Operations, Proficiency Training and Qualification section program).

An officer who fails to qualify with his/her Department-issued handgun shall immediately be placed into an administrative status by the officer's Division Commander that precludes enforcement duty and prohibits part-time security work (the officer shall be permitted to retain his/her weapon, however).

Officers who fail an attempt to re-qualify with a shotgun, rifle, or specialty firearm shall also be rescheduled for remedial training and re-testing. Unlike with the Department-issued handgun, however, this retraining need not necessarily occur on the next available range date.

Also, officers who fail to qualify with a shotgun, rifle, or other specialty firearm need not be placed into an administrative status precluding normal operational deployment. However, the officer shall not carry the firearm in question until he/she has been retrained and successfully qualifies with that firearm.

Officers who fail to re-qualify with a privately-owned back-up firearm or an off-duty firearm shall cease carrying that firearm until a subsequent retest and successful qualification occur. In such instances the Department-issued Glock may be worn or carried in place of the privately-owned off-duty firearm.

303.11 – Firearms and Less Lethal Weapons Policies – All personnel authorized to carry lethal and less lethal weapons are issued a copy of the department's directives, which includes use of force and firearms policies. All sworn officers receive specific instruction on these policies by the instructor providing the training before being authorized to carry the lethal or less lethal weapon. [1.3.12]

Patrol Rifle Operator (PRO)

303.12 – Introduction - The purpose of this Directive is to set forth procedures and guidelines regarding the Patrol Rifle Operator program; to establish training and qualification procedures as well as outline procedures for properly storing, carrying and deploying the Patrol Rifle.

Recognizing patrol officers are not equipped to safely address threats from persons wearing body armor and/or who are at distances beyond the effective range of the standard issued handguns and shotguns and/or as other circumstances dictate, the Patrol Rifle Operator program is implemented to address such threats and enhance safety of both law enforcement officers and the general public.

303.13 - Patrol Rifle - The Fredericksburg Police Department's issued Patrol Rifle shall be an M-4 style Semi-Automatic Carbine that has been approved for use and placed into the department's inventory by the Head Armorer. The Patrol Rifle will be a .223 caliber, equipped with iron sights, sling, flash light, and a minimum of 2 20-round magazines.

Modifications to the Patrol Rifle are not authorized, unless specifically approved, in writing, by the Chief of Police at the recommendation of the Head Range Officer or Head Armorer.

303.14 - Patrol Rifle Operator (PRO) Definition - A PRO will be defined as an officer who has successfully completed the initial Patrol Rifle training course and has maintained all of the qualification requirements as outlined in the agency directives.

303.15 - Patrol Rifle Operator Eligibility - The Duty Section Commander will recommend a PRO candidate to the Head Range Officer. Duty Section Commanders should consider the following when recommending a candidate:

- PRO candidate is not a member of SETT
- PRO candidate is not a member of CNT
- PRO candidate is not a patrol canine handler
- PRO candidate's dependability, attendance & previous job performance

The Head Range Officer will review the recommendation and make his/her recommendation for approval of the PRO candidate to the Patrol Division Commander. The Head Range Officer may recommend other sworn officers as a PRO candidate to the Patrol Division Commander based on individual circumstances, such as the River Warden.

303.16 - Responsibilities of the Patrol Rifle Operator (PRO) - The PRO shall be responsible for routine operator level maintenance and cleaning of their assigned weapon. The weapon shall be available for inspection at the request of the Head Range Officer, Head Armorer, Supervisor, or their designees.

The PRO shall be responsible for reporting any discrepancies with or malfunctions of their assigned rifle to the Head Range Officer, Head Armorer, and/or his/her immediate supervisor as soon as practical.

The PRO shall be responsible for complying with this Directive and shall ensure that all requirements of the Patrol Rifle Operator program are met.

303.17 - Responsibilities of the Head Range Officer / Head Armorer - The Head Range Officer shall issue a Patrol Rifle to those officers who are selected for the program, trained and qualified. Should an officer become not authorized to carry or deploy the rifle, for any reason, the Head Range Officer, or his/her designee shall recover the Patrol Rifle.

The Head Armorer, or his/her designee, shall maintain the inventory of the Patrol Rifles to include, but not limited to, serial number, condition of the rifle, additional equipment issued with the rifle, and any maintenance or modification records.

The Head Range Officer, Head Armorer, or designee, shall perform all required maintenance on issued patrol rifles, beyond operator level maintenance and cleaning. Only persons who are certified as an "AR-15 / M-4 Armorer" are authorized to perform such maintenance.

The Head Armorer, or designee, is responsible for maintaining a maintenance schedule/record and obtaining replacement parts for the rifles as necessary.

303.18 - Rifle Marksmanship Training - To insure that officers assigned to carry and operate a Patrol Rifle maintain the level of skill and proficiency required by the Fredericksburg Police Department, those assigned to carry rifles will be required to successfully complete an initial training course, and all additional training as determined by the Head Range Officer. This training will include, but is not limited to, an initial qualification course and subsequent semi-annual qualification courses.

Officers who are assigned a Patrol Rifle must complete all required training and qualifications prior to being issued a Patrol Rifle or being authorized to carry and deploy a Patrol Rifle. Once an officer completes the required training, he/she will be designated as a Patrol Rifle Operator (PRO).

Initial Patrol Rifle training will consist of 16 hours of training and a qualification course. Topics of instruction will include: weapons safety, the fundamentals of Patrol Rifle marksmanship, weapons maintenance and cleaning, and basic tactics and proper deployment while armed with a Patrol Rifle.

Subsequent training sessions will be conducted semi-annually and will consist of refresher training on all of the initial topics and a successful completion of the Patrol Rifle qualification course. Additional rifle training or instruction, beyond the initial training, may be required at the direction of the Head Range Officer.

A certified Patrol Rifle Instructor must conduct all patrol rifle training and qualifications. The Patrol Rifle qualification course is attached to the end of this Directive.

303.19 – Ammunition - Only Fredericksburg Police Department issued ammunition will be used with a Police Department issued Patrol Rifle at any time; including training, qualifications, and for on-duty carry and deployment.

303.20 - Deployment of the Rifle by the PRO - Only officers who are qualified as a PRO shall be authorized to handle, deploy or discharge their issued Patrol Rifle.

Discharge of the Patrol Rifle shall be in accordance with the provisions outlined in the Use of Force Directives.

Patrol Rifles may be deployed by a PRO in the following circumstances:

- Holdup alarms, robbery in progress calls, burglaries where the offense has been confirmed and the suspect(s) is believed to be on the premises or in the immediate vicinity;
- Calls where the caller specifically indicates that a firearm is being or has been used in the commission of a crime;
- To search for suspects who are allegedly armed with firearms;
- To be used in specific stakeout and raid details where probable cause exists to believe there is a threat to human life; or

- Any other circumstances approved by a supervisor, to include the River Warden's unique need to deploy the rifle during extended absences from the patrol vehicle.

Patrol Rifles **may not** be deployed by a PRO in the following circumstances:

- To control civil disorders, except when officers at the scene have been fired upon;
- Handling routine calls; and
- Family disturbance calls, except when the caller indicates weapons are present and being used in the disturbance.

Supervisors will consider the justification for removal of the Patrol Rifle while on the scene of an incident. If a supervisor observes an officer with a Patrol Rifle out in violation of department policy, the supervisor will direct the officer to return the weapon to the officer's vehicle as soon as practical. Supervisors will ensure that only the appropriate number of Patrol Rifles are used in any particular incident, and the supervisor may advise a PRO at any time to remove the weapon(s) from a scene.

The Patrol Rifle shall not be used to dispose of a wounded or dangerous animal if a handgun or other instrument would be a safer and more appropriate means.

Except for actual deployment in the course of an on-duty action consistent with this Directive, Patrol Rifles shall only be discharged at an authorized firing range that is suited to accommodate the type and caliber of the Patrol Rifle.

303.21 – Reporting - Discharge of the Patrol Rifle shall be reported and investigated in accordance with this Directive and the Use of Force Directive.

303.22 - Storage and Security - Each PRO assigned a Patrol Rifle shall store the weapon in the issued case at all times when it is not in use. Patrol Rifles will be stored in the patrol rifle safe when the assigned PRO is not on duty unless granted an exception by the employees appropriate Division Commander. Only authorized personnel will be granted access to the patrol rifle safe.

While on duty, the Patrol Rifle shall be stored in a locked gun rack mounted in the PRO's assigned police vehicle.

While the Patrol Rifle is stored in the PRO's patrol vehicle it shall remain in the "Cruiser Ready" carry mode: safety on, fully loaded magazine inserted, no round in the chamber, bolt home, and the dust cover closed. Only when retrieved for deployment shall the rifle be charged with a round in the chamber. After a rifle deployment, the rifle will be returned to a "Cruiser Ready" condition before securing the rifle back in the police vehicle. This should be done in a manner not to endanger persons or property.

While off-duty, it continues to be the PRO's responsibility to ensure the safety and security of the Patrol Rifle. At the end of the PRO's duty shift, he/she will secure their assigned rifle in the patrol rifle safe.

The PRO will at no time leave their assigned rifle in an unsecured police vehicle, building, etc. The security of the rifle, at all times, is the responsibility of the PRO. The PRO will at no time allow a non-rifle trained officer, of any agency, or any civilian to handle or manipulate their assigned rifle.

It will be the PRO's responsibility to inspect their issued duty rifle before and after their duty shift, for both safety and functionality.

No loaded rifles are permitted in the Police Department building. The rifle must be in a "Station Safe" condition when inside the building. This means the rifle magazine will be taken out of the rifle, the chamber will be cleared, bolt home, safety on and the dust cover closed before storing the weapon in the Police Department building or transporting the weapon through the Police Department building.

Shotgun Operator

303.23 – Introduction - The purpose of this Directive is to set forth procedures regarding the use and care of shotguns: to establish training and qualification procedures as well as outline procedures for properly storing, carrying and deploying the shotgun.

303.24 - Patrol Shotgun- The Fredericksburg Police Department's issued shotgun shall be a Remington pump action, 12 guage, with an 18-inch barrel for the model 870 and 18.5 inch barrel for the model 887, sling and flash light.

Modifications to the shotguns are not authorized, unless specifically approved, in writing, by the Chief of Police at the recommendation of the Head Range Officer or Head Armorer.

303.25 - Responsibilities of the Shotgun Operator - The shotgun operator shall be responsible for routine operator level maintenance and cleaning of their assigned weapon. The weapon shall be available for inspection at the request of the Head Range Officer, Head Armorer, Supervisor, or their designees.

The operator shall be responsible for reporting any discrepancies with or malfunctions of the assigned shotgun to the Head Range Officer, Head Armorer, and/or his/her immediate supervisor as soon as practical.

The shotgun operator shall be responsible for complying with this Directive and shall ensure that all requirements of the Patrol Shotgun Operator program are met.

303.26 - Responsibilities of the Head Range Officer / Head Armorer - The Head Armorer, or his/her designee, shall maintain the inventory of the Patrol Shotgun to include, but not limited to, serial number, condition of the shotgun, additional equipment issued with the shotgun, and any maintenance or modification records.

The Head Range Officer, Head Armorer, or designee, shall perform all required maintenance on issued patrol shotguns, beyond operator level maintenance and cleaning. Only persons who are certified as a "Remington Armorer" are authorized to perform such maintenance.

The Head Armorer, or designee, is responsible for maintaining a maintenance schedule/record and obtaining replacement parts for the shotguns as necessary.

303.27 - Shotgun Marksmanship Training - To insure the officers that carry and operate a shotgun maintain the level of skill and proficiency required by the Fredericksburg Police Department, they will be required to successfully complete an initial training course, and all additional training as determined by the Head Range Officer which is appointed by the Chief of Police. This training will include, but is not limited to, an initial qualification course and subsequent annual qualification courses.

Officers who carry a shotgun must complete all required training and qualifications prior to being authorized to carry and deploy the shotgun.

Subsequent training sessions will be conducted annually and will consist of refresher training on all of the initial topics and a successful completion of the shotgun qualification course. Additional shotgun training or instruction, beyond the initial training, may be required at the direction of the Head Range Officer appointed by the Chief of Police.

303.28 – Ammunition - Only Fredericksburg Police Department issued ammunition will be used with a Police Department issued shotgun at any time; including training, qualifications, and for on-duty carry and deployment.

303.29 - Deployment of the Shotgun by the Operator - Only officers who are qualified with the shotgun shall be authorized to handle, deploy or discharge the shotgun.

Discharge of the Shotgun shall be in accordance with the provisions outlined in the Use of Force Directives.

Shotguns may be deployed in the following circumstances:

- Holdup alarms, robbery in progress calls, burglaries where the offense has been confirmed and the suspect(s) is believed to be on the premises or in the immediate vicinity;
- Calls where the caller specifically indicates that a firearm is being or has been used in the commission of a crime;
- To search for suspects who are allegedly armed with firearms;
- To be used in specific stakeout and raid details where probable cause exists to believe there is a threat to human life; or
- Any other circumstances approved by a supervisor.

Patrol Shotguns **may not** be deployed in the following circumstances:

- To control civil disorders, except when officers at the scene have been fired upon;
- Handling routine calls; and
- Family disturbance calls, except when the caller indicates weapons are present and being used in the disturbance.

Supervisors will consider the justification for removal of the Patrol Shotgun while on the scene of an incident. If a supervisor observes an officer with a Patrol Shotgun out in violation of department policy, the supervisor will direct the officer to return the weapon to the officer's vehicle as soon as practical. Supervisors will ensure that only the appropriate number of shotguns are used in any particular incident.

The shotgun **shall not** be used to dispose of a wounded or dangerous animal if a handgun or other instrument would be a safer and more appropriate means.

Except for actual deployment in the course of an on-duty action consistent with this Directive, Patrol Shotguns shall only be discharged at an authorized firing range that is suited to accommodate the type and caliber of the Patrol Shotgun.

303.30 – Reporting - Discharge of the Patrol Shotgun shall be reported and investigated in accordance with this Directive and the Use of Force Directive.

303.31 - Storage and Security - Each shotgun shall be stored in the patrol shotgun safe when not being utilized by an officer unless granted an exception by the employees appropriate Division Commander. Only authorized personnel will be granted access to the patrol shotgun safe.

Officers who remove shotguns from the shotgun safe will maintain the firearm in a safe mode and carry the firearm as instructed (with the muzzle pointed toward the ground) when carrying the firearm between their vehicle and police headquarters.

While on duty, the shotgun shall be stored in a locked gun rack mounted in the officers assigned police vehicle.

While the shotgun is stored in the officers patrol vehicle it shall remain in the "Cruiser Ready" carry mode: safety on, fully loaded magazine tube, no round in the chamber and fore-grip in the forward position. Only when retrieved for deployment shall the shotgun be charged with a round in the chamber. After a shotgun deployment, the shotgun will be returned to a "Cruiser Ready" condition before securing the shotgun back in the police vehicle. This should be done in a manner not to endanger persons or property.

The shotgun operator will at no time leave the shotgun in an unsecured police vehicle, building, etc. The security of the shotgun, at all times, is the responsibility of the operator. The operator will at no time allow a non-shotgun trained officer, of any agency, or any civilian to handle or manipulate their assigned shotgun.

It will be the shotgun operators responsibility to inspect their issued duty shotgun before and after their duty shift, for both safety and functionality.

No loaded shotguns are permitted in the Police Department building. The shotgun must be in a "Station Safe" condition when inside the building. This means the magazine tube will be empty, the chamber will be cleared, fore-grip in the rear position and safety on before storing the weapon in the Police Department building or transporting the weapon through the Police Department building.