



WRITTEN DIRECTIVE	No. PD15-0601(2)	Page: 1 of 12
Subject: WEAPONS AUTHORIZATION	Effective Date:	07-13-15
	Supersedes/ Amends:	PD14-0601(03)
	Reference:	1.2.2, 1.3.9, 1.3.10, 1.3.11 1.3.12



I. Purpose

The purpose of this directive is to establish guidelines for authorization of weapons carried by:

- Lynchburg Police Officers in performance of their on-duty and off-duty functions as law enforcement officers
- Lynchburg Special Conservators of the Peace, Special Police Officers, and Wildlife Management Specialists in the performance of their on-duty functions.

II. Policy

1.3.9 A-C

It shall be the policy of the Lynchburg Police Department that the Chief of Police will determine the type of weapons, firearms, and ammunition that are authorized for carry and use by:

- Lynchburg Police Officers in performance of their on-duty and off-duty functions as law enforcement officers
- Special Conservators of the Peace, Special Police Officers, and Wildlife Management Specialists in the performance of their on-duty functions.

Agency authorized weapons and ammunition approved by the Chief of Police will be detailed in PD-0601 *Approved Weapons* and *Approved Ammunition* addendums.

III. Procedure

A. GENERAL WEAPONS REGULATIONS

1. For the purposes of this and related directives:
 - a. The terms *firearm*, *handgun*, *rifle* and *shotgun* will refer only to those weapons carried by:
 - police officers in performance of their on-duty and off-duty functions as law enforcement officers
 - Special Conservators of the Peace, Special Police Officers, and Wildlife Management Specialists in the performance of their on-duty functions.
 - b. Firearms carried by employees will be generally classified as follows:

- 1) service firearms
- 2) special purpose firearms
- 3) personally-owned handguns.

1.3.9 C

2. Police officers will not be authorized to carry any weapon in performance of their on-duty and off-duty functions as law enforcement officers until they have:

1.3.12

- a. received department approved instruction in the use of force
- b. read and been trained in department directives concerning use of force and qualification procedures
- c. demonstrated proficiency in use of authorized weapons under the direction of a certified department weapon's instructor
- d. demonstrated proficiency in use of firearms, and qualified with the weapon on a department-approved course as outlined in PD-0303, *Firearms Qualifications*.

1.3.10

3. Newly employed police officers who have not successfully completed their basic police school:

- a. will not be authorized to carry any weapon in performance of on-duty or off-duty functions as law enforcement officers
- b. will be authorized to carry weapons only as part of department-approved training or qualification exercises.

1.3.9 A-C

4. Department issued firearms, ammunition and other weapons:

- a. will be authorized for carry by police officers on duty without the filing of any authorization request form
- b. will be authorized for carry by Special Conservators of the Peace or Special Police Officers as outlined in directive SO-0202, *Special Conservators of the Peace / Special Police Officers*.
- c. will be authorized for carry by Wildlife Management Specialists as outlined in directive SO-0200, *Animal Control Operations*.

5. Special Conservators of the Peace and Special Police Officers will not be authorized to carry any weapon in the performance of their on-duty functions until they have:

- a. received department approved instruction in the use of force

- b. read and been trained in department directives concerning use of force and qualification procedures
 - c. demonstrated proficiency in use of firearms, and qualified with the weapon on a department-approved course as outlined in PD-0303, *Firearms Qualifications*.
6. Wildlife Management Specialists will not be authorized to carry any weapon in the performance of their on-duty functions until they have:
 - a. read and been trained in policies concerning weapon qualifications and animal control operations
 - b. demonstrated proficiency in the use of authorized weapons under the direction of a certified department weapons instructor.
7. Newly employed Special Conservators of the Peace, Special Police Officers, and Wildlife Management Specialists who have not successfully completed department firearms training and qualification courses:
 - a. will not be authorized to carry any weapon in performance of their on-duty functions
 - b. will be authorized to carry weapons only as part of department-approved training or qualification exercises.
8. Department issued firearms and other weapons will not be modified except as authorized by the Chief of Police.
9. Non-issued handguns, ammunition and other weapons:
 - a. must be authorized in writing by the Chief of Police prior to being carried by police officers in performance of their on-duty or off-duty functions as law enforcement officers
 - b. are not authorized under any circumstances for carry by Special Conservators of the Peace, Special Police Officers, and Wildlife Management Specialists in the performance of their on-duty functions.
10. Handguns carried by police officers in civilian clothing (on-duty or off-duty) should be concealed from public view when outside Lynchburg Police Department facilities.
 - a. For the purposes of this directive, officers wearing department-approved shirts bearing a printed or embroidered image of the LPD badge and wording identifying the wearer as a police officer will be considered to be in uniform, and will not be required to conceal their handguns.

1.3.9 A-C

1.3.9 A

- b. Approval for this uniform option will be at the discretion of the workgroup's Deputy Chief.

11. Any handgun authorized for police officers for on-duty carry will also be authorized for police officers for off-duty carry without the filing of any additional authorization request.

B. SERVICE FIREARMS

1.3.9 A

1. The term *service firearms* shall refer to the following duty weapons:
 - a. the issued Glock model 22, .40 caliber handgun
 - b. any handgun authorized by the Chief of Police to permanently replace the department issued service handgun
 1. the Glock models 27, .40 caliber handgun approved for on duty carry by selected CID detectives.
 - c. the issued Remington model 870, 12 gauge shotgun
 - d. the issued Colt model 6920, .223 caliber rifle.

1.3.9 C

2. Service firearms will be periodically inspected by a department armorer.
 - a. Newly obtained service firearms will be field stripped, examined, and function checked prior to issuing to a department employee.
 - b. Service handguns will be inspected during annual firearms qualification sessions, at an armorer's discretion or at a supervisor's discretion.
 - c. Service shotguns and rifles will be inspected at an armorer's discretion or at a supervisor's discretion.

1.3.9 B

3. Service firearms which require repair will be:
 - a. repaired by a department armorer, as practical, *or*
 - b. sent to a designated repair facility.
4. Service firearms will be loaded to capacity with department issued ammunition.
5. Officers will carry the service handgun with weapon light attached:
 - a. at any time they appear in uniform
 - b. while performing their regular duty assignments (uniform or plain clothes).

- c. The Chief of Police may grant written exception to this policy for officers serving in specialized assignments.
6. Any weapon determined to be defective, inoperable, or unsafe will be taken out of service until repaired or replaced by a department armorer.
 - a. If necessary, a replacement weapon will be issued until the original weapon has been repaired.
 - b. the employee receiving a replacement weapon will be required to qualify with the newly issued weapon as soon as practical thereafter.
7. Department issued patrol rifles will be distributed to select field operations officers.
 - a. Department issued patrol rifles will be carried daily during the officer's tour of duty.
 - b. Department issued patrol rifles will be maintained in the officer's vehicle during their shift and secured in their assigned locker when off duty.
 - c. Officers will not carry the issued patrol rifle outside of normal patrol duties unless authorized by their immediate supervisor. This authorization will be limited to transportation of the rifle for department approved training.
 - d. Officers are responsible for cleaning their issued patrol rifle as necessary to ensure the overall serviceability of the weapon.

C. SPECIAL PURPOSE FIREARMS

1.3.9 A

1. *Special purpose firearms* shall include department issued firearms as described in the addendum to this directive.
2. Certain employees whose specialized assignments involve unique circumstances or requirements may be issued and trained in the use of special purpose weapons, as deemed appropriate.

1.3.9 C / 1.3.10

3. An authorized special purpose firearm may be carried only by an employee who has qualified with that type of weapon on a department-approved course as outlined in PD-0303, *Firearms Qualifications*.

1.3.9 B

4. Department issued special purpose firearms will be loaded to capacity with department issued ammunition.
5. Special purpose firearms will be inspected and functioned checked by a department armorer prior to the issuing of such weapon or at an armorer's or supervisor's discretion.

1.3.9 C

6. Special purpose firearms which require repair will be:

- a. repaired by a department armorer, as practical, or
- b. sent to a designated repair facility.

D. PERSONALLY OWNED HANDGUNS

1.3.10

1. Upon successful qualification, Lynchburg Police Officers, while off-duty, may carry a concealed weapon, including a personally owned handgun, in accordance with Section 18.2-308 of the Code of Virginia.
2. Authorization for the carrying of personally owned handguns by police officers while on-duty may be granted under the following circumstances:
 - a. Police officers in certain specialized assignments which articulably require carry of nonissued firearms may apply to carry a personally owned handgun as a duty firearm.
 - b. Police officers may apply to carry a personally owned handgun while on-duty as a secondary (“backup”) firearm.

1.3.9 A-C

3. Any situation which justifies use of a firearm will justify the use of either a primary or a secondary (“backup”) handgun, at the officer's discretion.
4. Personally owned handguns carried on-duty by police officers must be of .380, 9mm, .38 special or larger caliber.
 - a. Handguns chambered in .40 S&W will be loaded with department issued ammunition when carried as secondary on-duty weapons.
 - b. Handguns chambered in other calibers will be loaded with department approved ammunition when carried as secondary on-duty weapons.

1.3.9 B, C, 1.3.10

5. Personally owned handguns carried off-duty by officers in performance of their off-duty functions as a law enforcement officers must be of .380, 9mm, .38 special or larger caliber.
 - a. Handguns chambered in .40 S&W will be loaded with department issued ammunition when carried as off-duty weapons.
 - b. Handguns chambered in other calibers will be loaded with department approved ammunition when carried as off-duty weapons.

1.3.9 C

6. Any personally owned handgun carried as a secondary or an off-duty firearm by a police officer must:
 - a. be inspected and approved in accordance with PD-0303 (*Firearms Qualifications*) and

- b. be periodically safety checked by the officer to ensure its proper working condition

1.3.9 C,1.3.10

7. An officer will not be authorized to carry any personally owned handgun in the performance of on-duty or off-duty functions as a law enforcement officer until:
 - a. the officer has qualified with that handgun on a department approved qualification course as outlined in PD-0303 (*Firearms Qualifications*).
 - b. the weapon has been field stripped and function checked in the presence of or by a department weapons armorer.

1.3.9 A

8. No employee will be authorized to carry or to use any non-department issued, shoulder-fired weapon while on duty.

1.3.9 A,B

9. Police officers carrying a concealed firearm in performance of their on-duty or off-duty functions as law enforcement officers will also carry their badge and LPD identification card as official identification.
10. Employees are prohibited from carrying any firearm in performance of their on-duty or off-duty functions as law enforcement officers while under the influence of:
 - a. any alcohol or other intoxicant
 - b. any medication bearing the recommendation that the user not operate a motor vehicle.
11. Any personally owned handgun found to be defective, inoperable or unsafe will not be authorized for carry in performance of an officer's on-duty or off-duty functions as a law enforcement officer until:
 - a. it is repaired at the owner's expense, and
 - b. it is inspected and approved for use by a department armorer.

E. OTHER ISSUED WEAPONS

1.3.9 A

1. Weapons authorized for carry by police officers, Special Conservators of the Peace, and Special Police Officers in addition to firearms will include the following:
 - a. issued baton
 - b. issued chemical spray
 - c. issued Taser
 - d. 40 mm single launcher

2. These weapons are authorized for use as outlined in PD directive PD-0602 (*Use of Force*).

1.3.10 / 1.3.11 / 1.3.12

3. Newly obtained other issued weapons will be examined and function checked by a department weapons armorer or instructor prior to issuing such weapons.
 - a. Examination and function checking of other issued weapons may be accomplished by the appropriate armorer or instructor during initial certification training.
4. Certified instructors will conduct initial certification, refresher or recertification training on proper use of other issued weapons in accordance with department policy and/or manufacturer guidelines.

1.3.9 C

5. Other issued weapons which require repair will be removed from service and repaired if practical.

1.3.11**F. FAILURE TO QUALIFY / OTHER ISSUED WEAPONS**

1. An employee who fails to qualify with any other issued weapon during a qualification session:
 - a. will not be authorized to carry or to deploy that type of weapon until after proficiency is demonstrated and documented by a certified LPD instructor for that weapon type.
 - b. Demonstration of proficiency will be conducted at a follow-up training session.
2. An employee who fails to qualify with any other issued weapon by the end of their follow-up training session will be scheduled for mandatory supplemental weapon training as soon as practical (specific to the weapon with which the employee was unable to qualify).
 - a. Supplemental weapons training will be conducted under the direct supervision of a certified department weapons instructor for the particular weapon involved.
 - b. The number of supplemental training sessions required will be determined by the appropriate certified weapons instructor.
 - c. At the end of each supplemental training session the employee may be permitted to attempt qualification.
3. An employee who is unable to qualify at the conclusion of supplemental training, as deemed appropriate, will:
 - a. be relieved of any function and/or department assignment that is contingent upon that qualification

b. may be subject to reassignment or other necessary employment action.

4. At such time that the employee qualifies:

a. The instructor will notify the employee's division Captain and Deputy Chief

1.3.9 A

G. OTHER NON-ISSUED WEAPONS

1. For the purposes of this directive, non-issued weapons will include any personally owned weapon:

a. not described in section III.A of this directive

b. defined under Section 18.2-308 of the Code of Virginia with reference to carrying of concealed weapons.

2. Officers who feel an articulable need to carry a non-issued weapon in performance of their on-duty or off-duty functions as law enforcement officers may request written authorization to carry such weapon from the Chief of Police.

H. AUTHORIZATION FOR PERSONALLY OWNED HANDGUNS AND NON-ISSUED WEAPONS

1.3.9 A

1. Officers will obtain written authorization from the Chief of Police prior to carrying any personally owned handgun or non-issued weapon in performance of on-duty or off-duty functions as a law enforcement officer.

a. A *Request for Authorization of Personally Owned Handgun Request* (form LPD-00601-01) will be completed, to include:

1) the make, model, serial number and caliber of the firearm

2) the type of ammunition to be carried in the handgun in performance of an officer's on-duty or off-duty functions as a law enforcement officer

3) if an on-duty handgun or non-issued weapon, the officer's justification for carrying such firearm or weapon on duty, as:

a) a duty firearm during a special assignment of limited duration

b) a secondary ("backup") handgun

c) other non-issued weapon carried for a specifically articulated purpose.

1.3.9 C

b. A department armorer will sign the authorization request form upon inspecting the firearm and finding it and its holster(s) in functional condition.

- c. A certified department firearms instructor will sign the authorization request form upon the officer's qualification with the handgun, and will note the following information:
 - 1) qualification date(s)
 - 2) qualification scores.
 - d. The Chief of Police will review and sign the authorization request form, noting that the proposed carry of the personally owned handgun or non-issued weapon is either *Approved* or *Disapproved*.
2. On approval or disapproval by the Chief of Police, the *Request for Authorization of Personally Owned Handgun* form will be filed as follows:
 - a. The original authorization request form will be filed in office of the Chief of Police.
 - b. A copy of the authorization request form will be forwarded to the requesting officer's personnel file.
 - c. A copy of the authorization request form will be forwarded to the requesting officer.
 3. Such authorization will remain in effect for the following time periods from date of approval:
 - a. off-duty handgun – 12 months
 - b. special assignment duty firearm – 6 months
 - c. secondary (“backup”) handgun – 6 months
 - d. other non-issued weapon – 6 months.
 4. Special Conservators of the Peace, Special Police Officers, and Wildlife Management Specialists will not be eligible to carry any personally owned handgun or non-issued weapon on-duty.

1.3.9 A I. WEAPONS SAFETY AND SECURITY

1. Lynchburg Police Officers, Special Conservators of the Peace, Special Police Officers, and Wildlife Management Specialists will not brandish a weapon or remove a weapon from its holster or secured location other than in the proper performance of duty.

1.3.9 F

2. Lynchburg Police Officers, Special Conservators of the Peace, Special Police Officers, and Wildlife Management Specialists will provide maximum security for all weapons within their possession or control, whether on-duty or off-duty, in order to:
 - a. provide for the safety of other persons
 - b. minimize the possibility of weapon being obtained by any unauthorized person.
3. In the event that a Lynchburg Police Officer, Special Conservator of the Peace, Special Police Officer or Wildlife Management Specialist is rendered incapable to provide adequate security for any weapon under his control (such as a situation in which an employee is hospitalized for treatment), the employee may relinquish such weapons only to an LPD Police Officer, Special Conservator of the Peace, Special Police Officer or Wildlife Management Specialist.
4. When unloading firearms at LPD facilities, employees will use the provided bullet traps.

J. INVENTORY, REVIEW, AND RECORDS OF DEPARTMENT ISSUED WEAPONS**1.3.9 E**

1. The Special Operations Division Captain will be responsible for ensuring that a review and inspection of all agency authorized weapons occurs prior to issuing such weapons.
 - a. Newly obtained authorized weapons will be stored in the armory and will be examined, field stripped, and function checked by a department weapons armorer prior to issuing the weapons to agency employees.
 - b. Appropriate records will be maintained on all weapons issued by the department.
 - 1). Such records will include, at minimum:
 - a) the weapon type, model, description and serial number
 - b) the name of the Lynchburg Police Officer, Special Conservator of the Peace, Special Police Officer or Wildlife Management Specialist to whom the weapon was issued
 - c) the date the weapon was issued.
 - c. Documentation of firearms qualifications and training received by officers in use of issued weapons will be maintained in a secured location for a minimum period of 10 years from date of training.

1.3.11 B

2. Duties of instructors conducting training in use of issued weapons:
 - a. The designated Range Officer conducting firearms qualifications will be responsible for completing training records on each officer participating, to include at minimum:
 - 1) qualification date
 - 2) qualification courses fired
 - 3) officer's name
 - 4) weapon serial number
 - 5) scores attained.
 - b. Certified defensive tactics instructors conducting training in the use of other issued weapons will be responsible for completing training records, to include at minimum:
 - 1) training date
 - 2) lesson plans of training conducted
 - 3) names of officers receiving training.
3. The Personnel and Training Unit Lieutenant will be responsible for maintaining records on employee training in use of issued weapons.
4. Employee training record information will be accessed and maintained as specified in PD-0301, *Training: Organization and Administration*.

Original Signed

Parks H. Snead
Chief of Police

July 13, 2015

Date