



Policy 107: Firearms

Note: Training and instruction are required by MSS 626.8452.

POLICY

Our policy is to ensure quality training and safe use of firearms.

Order 107:

Carrying a firearm is a unique and extraordinary requirement of a police officer. All officers will be armed with an approved firearm while on duty. Exceptions must be approved by the Chief of Police. Officers driving a marked squad car, on-duty or off-duty, will be armed with an approved firearm. Court time and training time are considered on-duty time, unless firearms are prohibited at certain locations. Weapons personally owned by officers for hunting, collecting, survival or sport are not covered by this order.

DEFINITIONS

Firearms Instructor: An officer who has been trained, certified and appointed to instruct department members in the technical, mechanical, safety and tactical use of the various firearms platforms that are authorized by the Lakeville Police Department.

Firearms Armorer: An officer who has been appointed and is trained and certified in specific technical and mechanical operations of the various firearms platforms that are utilized by the Lakeville Police Department.

Approved On-Duty Firearms: The issued weapon is the Glock handgun. Officers have the option of carrying another firearm if purchased and maintained at their own expense and subject to inspection by a department firearms instructor. Advanced written approval by the Chief of Police is required.

Off-Duty Firearms:

- Firearms may be carried off-duty at the discretion of the officer.
- Any firearm carried off-duty, if other than the on-duty firearm, must be approved in writing by the Chief of Police and an annual qualification must be completed and documented by a department firearms instructor.
- If a firearm is carried off-duty, officers must also carry their department issued Lakeville Police identification and badge.
- Officers shall not carry a firearm off-duty if any intoxicating substance will be used.
- This provision does not apply to firearms used for hunting or recreation.

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Authorized Ammunition:

- Only current department issued ammunition, approved by the Chief of Police and firearms instructor, is authorized for issued on-duty firearms.
- Officers that receive approval for additional back-up weapons or privately owned on-duty weapons will be required to provide their own ammunition.
- Training ammunition will only be provided for current department issued firearms.

Firearms in Public:

- Officers will not brandish or remove a firearm from a holster except in the performance of their duty, for maintenance, or at a range, the armory or other safe location.
- Officers wearing plain clothes carrying a firearm, on or off duty, will either conceal it or ensure that a badge or police identification is clearly visible to the public.

Qualifications:

- Recognizing the responsibility and liability attached to carrying a firearm, training in this area will meet MN. P.O.S.T. Board guidelines for annual in-service training.
- The Firearms Instructors and Chief of Police will attempt to schedule bi-annual proficiency training and will designate a specific course of fire for department qualification.
- Officers will be required to attend and achieve a passing score at the annual firearms qualification.
- If an officer fails to do so, initial remedial training will be provided on duty and at department expense.
- If an officer is unable to qualify after reasonable remedial sessions, they will be placed in a non-enforcement position, which does not require carrying a firearm for a period not to exceed 60 days.
- During this time, it is the responsibility of the officer to arrange for additional remedial training on their own time and at their own expense including ammunition and targets.
- The department will continue to provide for the cost of the firearms instructor only.
- If qualification is not obtained during this 60-day period, the officer is subject to dismissal.

Order 107.1: Range Procedures

Visitors:

- All visitors must have approval of the Chief of Police or a firearms instructor and the management of the range facility that is being utilized by our department.

Range Rules:

Safety is the department's first priority. The following rules are in effect while at the range:

- Firearms Instructors will be the command officers on the range.
- All personnel will follow the instructions of the firearms instructor.

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- Hearing, Eye and Body Armor protection are mandatory for all personnel on the shooting range.
- All firearms will be unloaded by the officer and cleared by the firearms instructor prior to the start of every firearms training session.
- Always keep the firearm unloaded until ready to use.
- Always assume firearms are loaded.
- Always keep your finger off the trigger until ready to shoot.
- Always keep the firearm pointed in a safe direction.
- Always conduct a safety check before demonstrating with firearms.
- All firearms will be holstered or unloaded and carried with the cylinder open or slide locked back.
- No one will go forward of the firing line without specific permission from the range instructor.
- A written report will be completed by a firearms instructor of any unusual incident or accident and will be reported to a supervisor immediately.
- At the completion of all range activities, the officer shall clear his firearm and the firearms instructor shall inspect the weapon and approve the officer to leave the shooting range to immediately clean the firearm.
- If no cleaning station is immediately available, the officer shall clean his firearm prior to the next duty shift.
- Additionally, any range rules or instructions posted by the hosting range facility should be strictly adhered to.
- Anyone using the range is responsible for cleaning up any materials used to include brass and securing the area as requested by the firearms instructors.

Additional Requirements:

- **Security:** Officers are responsible for maintaining security for all weapons in their custody, on and off-duty. High retention holsters are strongly recommended.
- **Holsters:** Patrol officers are strongly encouraged to use a high retention holster while on duty. All other officers are encouraged to use a medium to high retention holster while on duty.
- All officers shall practice weapon retention and drawing prior to deploying holsters for duty to ensure that they understand the functional use of the holster.
- **Modifications:** The Chief of Police or designee must approve any modifications, alterations, or installation of any part in a firearm used on or off-duty in relation to this order.
- **Backup Firearms:** A second firearm or backup gun carried while on-duty must be expressly approved in writing by the Chief of Police or his designee and must be concealed in an appropriate holster that secures the weapon safely.
- **Specialized Weapons:** Weapons other than those specified in this order may only be carried with the approval of a supervisor, and officers using these weapons must be qualified according to department standards.

Maintenance:

- Officers are responsible for keeping firearms clean and in proper working order at all times. Any supervisor firearms instructor or qualified armorer may inspect an officer's on or off-duty firearm at any time.

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- Officers are assigned to specific squad vehicles and are responsible for the firearm that is secured in that vehicle.
- Department firearms will be inspected, and maintenance documented on an annual basis by a certified Armorer.
- Officers with privately owned on-duty firearms that have been approved by the Chief of Police per this policy, must provide records of annual inspection and maintenance by a certified armorer for that firearm.
- Records will be maintained by the department Armorers.

Order 107.2:

Discharge of a Firearm:

- Except for training or to dispatch an animal that is sick, injured or dangerous, any discharge of a firearm by an officer on duty shall immediately be reported to a supervisor who will notify the State of Minnesota of the incident within 30 days, per MSS 626.553 Subd. 2.
- In addition, the officer shall cooperate with any investigation into the discharge of the firearm after consulting with legal counsel.
- See also Order 316.

Simunitions:

- Simunitions may be used by department members for the purpose of training or as otherwise approved by a supervisor.
- Simunitions shall be used only in training coordinated and approved by department firearms instructors.
- Firearms instructors will provide officers with specific instructions and guidelines on the use of Simunitions and members will not vary from these instructions and guidelines.
- Safety will be the number one priority in the use of Simunitions, as it involves aiming and firing rounds at others.
- As such, all Simunitions protective equipment will be utilized during Simunitions training.
- Any officer found to be utilizing Simunitions inappropriately will be taken out of training and will be referred to a supervisor for discipline.