



*Maryland-National Capital Police
Prince George's County Division*



DIVISION DIRECTIVE

TITLE FIREARMS			PROCEDURE NUMBER PG401.0
SECTION Operational Procedures	DISTRIBUTION A	EFFECTIVE DATE 09/01/19	REVIEW DATE 05/01/21
REPLACES PG401.0 "Firearms", issued 05/01/17			
RELATED DIRECTIVES PG400.0, 401.1, 401.2, 607.0, 1500.0,	REFERENCES CALEA 1, 16, 33, 84	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. PURPOSE

This directive establishes policy on the use of Division issued and/or approved weapons, training, reporting, and firearms inspection procedures.

II. POLICY

Officers shall be armed with an issued, or authorized off duty firearm and possess their badge, MPCTC card, and identification while on duty or traveling in Prince George's and/or Montgomery County. Firearms shall not be carried where prohibited by law. Only authorized firearms may be used when taking police actions, unless the officer is confronted by an emergency and an authorized firearm is not available.

Unless operationally necessary, firearms shall always be concealed from public view when officers are not in uniform. Officers are responsible for the safe handling, security and cleanliness of all assigned/**approved** firearms. All officers shall exercise caution when handling firearms.

One of the greatest trusts placed in a police officer is the responsibility for the proper use of firearms, based on sound judgment, **necessity** and discretion. An officer who discharges a weapon in a public place takes many risks, and is answerable for the act to the law, his/her superiors, and to his/her own conscience.

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III. ADMINISTRATIVE PROCEDURES

The Range Administrator, Firearms Training staff has complete discretion regarding weapons safety and range operations. The Range Administrator may prohibit officers from any or all activities at the Range. All personnel using the Range are under the functional supervision of the Range Administrator and Firearms Training Staff.

A. Issuance of Division Issued Firearms

- All Division issued weapons will be issued by the Range Administrator and/or Division Range Master.
- Officers will complete and sign for all issued firearms, magazines, etc. on the Division Firearms Inventory Form.
- All Division issued weapons will be inspected with respect to general condition, serviceability and functionality prior to issuance.

B. Turn in of Division Issued Firearms

- All Division issued weapons will be turned into the Range Administrator and/or Division Range Master at the Range prior to transfer to Montgomery County Division, retirement or separation from the agency.
- All Division Issued weapons will be cleaned prior to turn in.
- All Division Issued weapons will be inspected by a certified division armorer with respect to general condition, serviceability and functionality prior to turn in.
- Any officer who is suspended or has not qualified by end of the calendar year, will be required to turn in all Divisional issued weapons to the range for safe keeping.
- If any officer is injured or unable to turn in their division issued weapons to the range, the officer's direct supervisor is responsible for turning in all Division issued weapons to the range.
- All Divisional weapons will be stored in the range safes.

IV. REGULATIONS

A. Officers shall exercise the utmost care and caution when handling or discharging their firearms. In accordance with legal and moral responsibilities, it is Division policy that an officer may discharge a firearm only under the following conditions:

1. Defense of Self or Others

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Officers may discharge firearms to defend themselves or other persons from what the officer reasonably perceives as an **imminent** threat of death or **serious** bodily injury.

2. Apprehension

Officers may discharge firearms to apprehend a subject only when the officer has knowledge, not mere suspicion that the subject has inflicted, or threatened to inflict, death or **Serious** bodily injury to any person, and may endanger life or inflict other **serious** bodily injury unless apprehended without delay.

3. Firearms may be discharged at an approved range.

4. Firearms may be discharged to kill animals that are seriously injured or pose a threat to human safety.

B. Prohibited Use of Firearms

1. Warning shots are prohibited.
2. When less force could reasonably be used.
3. When innocent persons would be severely and unduly endangered.
4. Officers shall not discharge a firearm from or at a moving vehicle, unless the occupants of the other vehicle are using or threatening to use deadly force against the officer, and the safety of innocent persons would not be jeopardized.

V. REPORTING

- A. When an officer discharges a firearm while on duty or off duty, except at an approved range, he/she shall immediately notify the senior duty officer. The senior duty officer will respond to the scene (response is optional for authorized discharges involving animals) and comply with the appropriate reporting/investigative procedures, as required.
- B. Whenever an officer discharges a firearm, except at an approved range, a detailed written report relating all circumstances pertaining to the incident will be completed as soon as possible **with in the Law Enforcement Safety Act**. The Use of Force Report will fulfill all the reporting/investigative requirements for an animal destruction.
- C. When required by this section, the senior duty officer shall begin an immediate investigation as to the justification of the use of the firearm and submit a detailed written report to the Division Chief, including, if warranted, a Complaint Against Police Practices. As soon as possible, the senior duty officer shall notify the affected Area

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Operations Assistant Chief and supply him/her with all available information related to the incident.

- D. Whenever an officer discharges his/her firearm at a suspect, the senior duty officer will call out the on-call Investigator to handle the criminal investigation (e.g., the collection of evidence, interviewing witnesses, and processing the scene). Investigative personnel will handle any felony arrest arising out of the incident.
- E. If the discharge of the weapon occurs off park property, outside of Prince George's or Montgomery Counties, the senior duty officer will be responsible for notifying the law enforcement agency having jurisdiction, and coordinating the investigation with that agency's personnel. If the discharge occurs off park property, but within either Prince George's or Montgomery Counties, the senior duty officer will be responsible for notifying the respective county police department.

VI. INVESTIGATION

- A. When an officer's use of a firearm results in the injury or death of any person, or should an initial investigation of an officer's use of a firearm indicate misuse of that weapon, the member may be placed on administrative leave, (in accordance with Division Directive PG1500.0 – “Law Enforcement Officers’ Bill of Rights”), pending a thorough investigation of all circumstances surrounding the incident.
- B. Should the initial investigation indicate that the officer had justification for discharging a weapon, the Division Chief may return the member to duty, pending final investigation and disposition.

VII. DEPARTMENT ISSUED AND/OR APPROVED WEAPONS

- A. Division Issued Weapons
 - 1. The Division issued weapon is the Glock Generation 4, Model 23-.40 caliber.
 - 2. No Officer shall carry any firearm, on or off duty, with which they are not currently qualified with.
 - 3. Officers shall be able to demonstrate knowledge of safety procedures and functions of the issued weapon (Firearms Proficient Form).
 - 4. Issued weapons will be inspected by a Certified Armorer, with respect to general condition, serviceability and functionality prior to firing on the range.
 - 5. It is the responsibility of each officer to maintain the issued weapon in a clean and serviceable condition.
- B. Off Duty/Secondary Weapons
 - 1. Officers who carry an off duty/secondary weapon, may carry an approved semi-automatic pistol of .40 caliber, 9mm or .380 caliber. The semi-automatic must be capable of double action or single to double action, have a total capacity of at least eight rounds. All semi-automatic pistols must have a device which de-cocks

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the weapon from single action to double action, if single action is available. A slide-locking device, capable of keeping the slide open for inspection purposes, is also required.

2. All approved off duty/secondary weapons, other than Glock, shall be inspected by an approved, certified Armorer/Gunsmith, to insure their proper and safe working order.
3. An off-duty/secondary weapon certification form shall be submitted to the Range Master/Armorer no later than October 31 of each year. Failure to do so will result in the suspension of the officer's authority to carry the weapon off duty.
4. Officers shall be able to demonstrate knowledge of safety procedures and functions of the off-duty/secondary weapon.
5. Certified firearms instructors will oversee any proficiency testing of officers.
6. Final approval of off duty weapons shall rest with the Range Master.
7. Physical alterations, affecting the safety and/or operation of an off-duty/secondary weapon, shall render it unacceptable.
8. Grip(s) and/or grip adapter(s) are permissible, provided they do not interfere with the safe operation of the weapon.
9. Officers are limited to one off-duty/secondary weapon. The make, model, and serial number shall be recorded by the Range Master/Division Armorer. Should this weapon become unavailable, the issued weapon must be carried, pending qualification with a replacement.
10. An off-duty/secondary weapon certification form shall be submitted to the Range Master/Armorer no later than October 31 of each year. Failure to do so will result in the suspension of the officer's authority to carry the weapon off duty.
11. Any off-duty/secondary weapon that malfunctions two or more times during any one qualification trial will be immediately suspended from approval, until such time as it is re-certified to be in working order, as per Section VI.C.5 above.
12. Only officers hired by this Agency before July 1, 1988 may carry a revolver as an off-duty/secondary weapon.

C. Division Issued Shotgun/Personal Shotgun Program

- a) The Division issued Shotgun is the Remington Model 870 Police Magnum – 12 gauge 2 ¾ in.
- b) All officers have the option, on an annual basis, to qualify with the Division issued shotgun on a course of fire, as determined

by the Firearms Range Administrator. Officers will be required to fire a minimum score as set by the corresponding course requirements.

- c) All officers, who opt to carry a shotgun, are required on an annual basis to demonstrate the safe handling and unloading of the shotgun.
- d) All officers who are certified to carry a shotgun, must have the division issued or personal shotgun inspected by a certified armorer annually.
- e) Certified firearms instructor will oversee any proficiency testing of officers

D. Division Issued Patrol Rifle

- a) The Division issued Patrol Rifle is the Bushmaster 16” Patrolman’s Carbine Rifle or Smith and Wesson 16” Carbine Rifle in .223 Rem - 5.56mm NATO.
- b) All officers will be required, on a bi-annual basis, to qualify with the Division issued patrol rifle on a course of fire, as determined by the Firearms Range Administrator. Officers will be required to fire a minimum score as set by the corresponding course requirements.
- c) All officers, who carry a Division issued patrol rifle, are required on a bi-annual basis to demonstrate the safe handling and unloading of the patrol rifle.
- d) All officers who are certified to carry a Division issued patrol rifle, must have the division issued patrol rifle inspected by a certified armorer bi-annually.
- e) Certified firearms instructors will oversee any proficiency testing of officers.
- f) Officers are not authorized to do modifications, alterations, or repairs on Division issued weapons. All approved modifications, alterations, or repairs shall be done through the Range Master/Division Armorer.
- g) Grip(s) and/or grip adapter(s) are permissible, provided they do not interfere with the safe operation of the weapon.

E. Carrying of Weapon

1. On Duty

- a. Officers working in uniform shall carry the issued weapon, magazine, ammunition, and holster at all times when on duty.

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- b. Officers assigned to plain clothes assignments or duties may carry their approved, off duty weapon while on duty, with the approval of the Area Operations Assistant Chief.
 - c. Officers may carry their approved, off-duty, semi-automatic weapon as a secondary weapon, provided that:
 - 1) The officer is currently qualified with the weapon;
 - 2) The weapon is approved by the Range Master/Department Armorer;
 - 3) The weapon is carried in an approved holster, designed to both securely hold the weapon in the holster and secure the holster to the wearer; and
 - 4) The weapon is concealed on the officer's person.
 - d. Shift supervisors shall, as part of their weapons inspection of issued weapons, inspect any secondary weapon and holster worn by an officer under his/her command, to ensure that the officer is in compliance with this directive.
2. Off Duty/Secondary
- a. Off duty officers shall carry their service weapon or approved off duty weapons while traveling in Prince George's and Montgomery Counties, and are subject to all Division regulations and guidelines pertaining to the carrying and use of firearms.
 - b. In the event that an officer is suspended from the Division, or the officer's authorization to carry a Division firearm is temporarily or permanently suspended or revoked, the officer's authorization to carry an off-duty/secondary weapon shall be automatically and concurrently rescinded.
 - c. Officers dressed in civilian attire shall wear their weapon in a manner that conceals it from public view.
 - d. Weapons shall be carried in a holster when off duty. The holster should be attached securely to the officer's person or clothing and should be secured in a readily available place which is protected from public access.
 - e. When circumstances render carrying a firearm impractical (e.g., athletic activity), it will be secured in a readily available place that is protected from public access.
3. Off Duty Firearms are not Required:
- a. When outside of the counties;
 - b. When traveling into or from a jurisdiction prohibiting the carrying of firearms (no firearms will be carried where the law prohibits such action);

VIII. AMMUNITION

- A. The approved duty ammunition for firearms will be:
1. The approved ammunition for Division issued primary semiautomatic handguns weapons is - 165 grain “Hydra-Shok” or “HST”, .40 caliber S&W cartridge, JHP manufactured by the Federal Cartridge Company.
 2. The approved ammunition for off-duty/secondary semi-automatic handguns chambered for 9mm weapons – 147 grain “Hydra-Shok” or “HST,” 9mm cartridge manufactured by the Federal Cartridge Company.
 3. The approved ammunition for off-duty/secondary semiautomatic handguns chambered for .380 caliber will be either Federal Cartridge Company, “Hydra-Shok” or “HST,” .380 ammunition, or other .380 ammunition having a hollow point bullet (HPB).
 4. The approved ammunition for the Division issued Remington shotgun will be the 12 gauge 2 ¾ in reduced recoil tactical rifle slug manufactured by the Federal Cartridge Company. Officers will be issued 10 rounds of the reduced recoil tactical slug ammunition.
 5. The approved ammunition for the Division issued patrol rifle will be Federal .223 Remington 62 grain Bonded Soft Point (BSP) Duty (LE22T3). All personnel, certified to carry the Division issued patrol rifle, shall carry 90 rounds of issued ammunition in the 3 issued magazines and secured in the approved or issued ammunition carrier while on duty.
 6. All personnel, rank of Lieutenant and above, and those officers authorized to wear civilian attire, shall carry 27 rounds of issued ammunition, of which at least 13 shall be carried in the issued magazine and secured in the approved or issued ammunition carrier while on duty.
 7. All personnel, rank of Sergeant and below, shall carry 40 rounds of issued ammunition, of which at least 26 shall be carried in two issued magazines and secured in the approved or issued ammunition carrier while on duty.
 8. Reloaded or re-manufactured ammunition will not be used in any Division issued firearm.

IX. QUALIFICATION

A. Issued Primary/Secondary Weapon

1. All officers shall annually qualify, within the first three attempts, with the Division issued primary/secondary weapon on both a day and reduced light course of fire, as determined by the Firearms Range Administrator and shall be required to fire a minimum score as set by the course requirements.

If an officer fails to qualify with his/her issued primary/secondary weapon on their scheduled range qualification day, within their first three attempts, the officer will be rescheduled on the next available day for another qualification attempt.

- * Any officer who fails to shoot a qualifying score on day or reduced light course will be required to attend additional training as determined by the departments Shooter Improvement Program (SIP).
 - * Any officer who is placed in the department's Shooter Improvement Program (SIP), will be notified in writing, a copy will be sent to the Range Administrator, Training Section, and Division Chief.
 - * If any officer fails three consecutive attempts during annual firearms training, day or reduced light course of fire. The officer will be administratively suspended and rescheduled for the next available range date for remedial training. Suspension under these circumstances is not a disciplinary action. The officer will receive written notification of the administrative suspension from the firearms training staff. The officer will not be permitted to wear or carry any weapons until the officer posts a passing score on the qualification course. The officer will surrender their issued weapons, MPCTC card, Divisional credentials, vehicle keys, and equipment. All items will be secured in the range safe or ammunition bunker for safekeeping.
 - * Any officer who is on administrative suspension and will not be permitted to wear or carry any weapon until the officer posts a passing score on the qualification course.
 - * Certified firearms instructors shall oversee all proficiency testing of officers.
2. Any officer who fails to shoot a qualifying score on the first relay will be required to attend additional training as determined by the department.
 3. All officers shall be able to demonstrate knowledge of safety procedures and functions of the issued weapon.

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4. Issued weapons will be inspected by a certified armorer, with respect to general condition, serviceability, and functionality prior to firing on the range.
5. Qualification classification:
 1. Master 99.0 – 100
 2. Expert 95.0 – 98.9
 3. Sharpshooter 85.0 – 94.9
 4. Marksman 75.0 – 84.9

B. Off Duty Weapons

1. All officers shall annually qualify with the approved Division off duty/secondary weapon on a course of fire, as determined by the Firearms Range Administrator and shall fire a minimum score of 75%. If an officer fails to qualify with an off-duty/secondary weapon on the first day of qualification, the officer shall not be authorized to carry the weapon. An officer may attempt to re-qualify with the off-duty/secondary weapon at any of the firearms training sessions that he/she attends during the next year.

Certified firearms instructors shall oversee all proficiency testing of officers.

2. Officers shall be able to demonstrate knowledge of safety procedures and functions of the off-duty/secondary weapon.
3. Off duty/secondary weapons will be inspected by a certified armorer, with respect to general condition, serviceability and functionality prior to firing on the range.
4. Officers qualifying with an off-duty/secondary .38 special revolvers or .380 semi-automatics shall supply their own ammunition.

C. Shotguns

1. All officers have the option, on an annual basis, to qualify with the Division issued shotgun on a course of fire, as determined by the Firearms Range Administrator. Officers will be required to fire a minimum score as set by the corresponding course requirements.
2. All officers, who opt to carry a shotgun, are required on an annual basis to demonstrate the safe handling and unloading of the shotgun. This will be required whether or not the officer chooses to fire a qualification course of fire.
3. Certified firearms instructors will oversee any proficiency testing of officers.

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X. INSPECTION

- A. All personnel shall routinely inspect issued weapons for cleanliness, safety, and functionality. Any defects should be reported to the immediate supervisor so that repairs can be made.
- B. Supervisors shall conduct periodic firearm inspections for personnel under their supervision. Firearms are to be inspected for cleanliness and operational safety by certified firearms instructors and/or armorers.
- C. All Division weapons (shotguns, rifles, etc.) shall be inspected annually by the Range Master/Division Armorer.
- D. Personnel who have damaged issued firearms through abuse, carelessness or misuse, or who have failed to properly maintain the firearm, shall be reported to the affected Chain of Command in writing, by the inspecting supervisor.
- E. Officers shall be required to replace a weapon lost or damaged through negligence, at their own expense.

XI. WEAPONS CONDITIONS

- A. Handgun:
 - a. Storage Condition: magazine removed, chamber empty (physically and visually inspected), slide forward.
 - b. Duty ready: magazine inserted, round in chamber, slide forward.
- B. Shotgun:
 - a. Storage Condition: magazine tube empty, action opened, safety on "SAFE".
 - b. Cruiser Condition: four rounds loaded in the magazine tube, action closed on an empty chamber, safety on "SAFE".
 - c. Duty Ready: Round in the chamber, action closed, safety on "FIRE".
- C. Patrol Rifle:
 - a. Storage Condition: magazine removed, bolt locked to the rear, safety on "SAFE".
 - b. Cruiser Condition: 30 round magazine inserted, bolt forward, chamber empty, safety on "SAFE".
 - c. Duty Ready: 30 round magazines inserted, bolt forward, round in chamber, safety on "FIRE".

XII. SAFETY

- A. Safety rules:
 - a. The firearm is always loaded.
 - b. Never point a firearm at something you are not prepared to shoot.
 - c. Always be sure of your target and what is behind it.
 - d. Keep your finger off the trigger until you are on target and ready to fire.

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- B. Weapons shall never be left unattended or in an unsecured place where they are accessible to other persons.
- C. Whenever a weapon is not being carried by the officer, the weapon must be secured with the issued trigger lock or in the issued safe or other security device, rendering the weapon inoperative or inaccessible.
- D. Whenever personnel are cleaning weapons or magazines; safety glasses **must be worn**.

FAMILY MEMBERS SHOULD BE MADE AWARE OF THE WEAPON'S POTENTIAL DANGER!

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