



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



**DIVISION DIRECTIVE**

TITLE <b>SHOTGUNS</b>			PROCEDURE NUMBER <b>PG401.1</b>
SECTION <b>Operational Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>09/01/19</b>	REVIEW DATE <b>05/21/21</b>
REPLACES <b>PG401.1 "Shotguns," issued 03/10/17</b>			
RELATED DIRECTIVES <b>PG401.0</b>	REFERENCES <b>CALEA 1, 16, 33, 84</b>	AUTHORITY <i>S.R. Johnson</i> <b>Chief Stanley R. Johnson</b>	

**I. PURPOSE**

To establish guidelines for the issuance, care, and storage of Division issued and/or approved shotguns.

**II. POLICY**

This Division will provide shotguns to any officer, assigned to a cruiser equipped with a locking shotgun mount, who requests a shotgun and who is qualified to operate the weapon.

**III. PROCEDURES**

**A. Shotgun Issuance**

1. At no time will an officer of this Division who has not successfully completed an MPCTC Certified Entry Level Shotgun Course and Qualified with the Division issued or approved personally owned shotgun be issued a Division shotgun or carry a personal shotgun. Officers must meet Annual Agency and MPTC standards to maintain their shotgun certification.

**B. Approved Personally Owned Shotguns**

**SHOTGUNS  
PG401.1**

1. The Park Police Division Chief may approve a shotgun, other than the Division weapon, for use by personnel. **Personnel must pass qualification and have the shotgun inspected annually by the Range Master or designee.** Proper documentation must be sent to the Range Master to receive initial approval. This approval will be in writing. All applicable sections of this Directive will govern the use of the approved shotgun.
  
2. Personally owned/approved shotguns will be 12-gauge pump-action shotguns similar to the Division issued shotgun. The personally owned/approved shotguns will be authorized to have the following modifications/accessories, so long as the officer qualifies with the weapon in the modified form, prior to carrying the weapon on duty:
  - a. Any full-length stock;
  - b. Elastic stock ammunition sleeves or shell carrier that attaches to the receiver;
  - c. Plain stock slings (may not hold ammunition) – two-point, tactical or single point slings are acceptable;
  - d. Any manufactured lighting system that attaches to the shotgun;
  - e. Open or ghost ring sights.
  
3. The following modifications will be prohibited:
  - a. Folding or retracting stocks;
  - b. Any sight other than the sights listed above, such as optical, laser, hologram or aim point sights;
  - c. Any modifications that alter the physical or mechanical characteristics of the shotgun.
  
4. The Division will not pay for the purchase, repair, or replacement of any personally owned or approved shotguns.
  
5. Personally owned/approved shotguns must be as close to the color of the Divisions' owned shotgun as possible. The stock or barrel is not to be painted or altered in any manner with flashy colors, markings or decals.

**C. Shotgun Storage**

1. Shotguns that are not issued to officers in the field and those used for training will be stored at the Range in the Firearms Safe.
  
2. The Firearms Administrator/Range Master will conduct an annual inventory inspection of all shotguns stored in the Range safe. The issued shotguns will be inspected annually during the officer's Annual MPTC Shotgun Qualification.

**D. Ammunition**

## **SHOTGUNS**

### **PG401.1**

1. Officers of this Division that are issued a shotgun will also be issued ten rounds of Duty 12 gauge 1oz. Tactical Rifle Slug ammunition. Five rounds to be placed in the shotgun in cruiser condition and five rounds to be secured by the officer for additional reloads if necessary.

#### **E. Storage Condition**

1. Safety on.
2. Check chamber; look and feel to ensure it is empty.
3. Check magazine; look and feel to ensure it is empty.
4. Work action at least twice;
5. Safety off, pull trigger, safety on.

#### **F. Cruiser Condition**

1. Be secured in the locking mount.
2. Have the safety on.
3. Have no rounds in the chamber.
4. Have the action fully closed.
5. Have a maximum of five rounds tactical 1oz. slug in the magazine.

#### **G. General Procedures**

1. The Park Police Division Chief may authorize or approve personnel to be issued shotguns, to have personal shotguns approved for departmental use, and to issue ammunition, as part of their regular equipment. The officer must send a written request through their chain of command and submitted to the Range Master with a recommendation for approval to the Park Police Division Chief.
2. Due to the limited number of shotguns available, the Park Police Division Chief, will have sole discretion as to which personnel will be issued division shotguns.

**SHOTGUNS**  
**PG401.1**

3. At no time will personnel who have NOT qualified and demonstrated an acceptable proficiency level with a shotgun, be issued or authorized to carry a shotgun. Shift supervisors must ensure that shotguns are issued properly, and appropriate forms are completed.
4. While a shotgun is being carried in a cruiser, an officer of this Division may not leave the vehicle unlocked or unattended with the keys in the ignition.
5. Only Division issued ammunition shall be carried in Division shotguns.
6. Because of the extreme destructive power a shotgun possesses, safe handling and use of the shotgun must be a constant consideration for the officer carrying one. Officers of this Division must give consideration to the following criteria before removing the shotgun from the locking mount when arriving at the scene of a call:
  - a. Nature and location of the call.
  - b. The possibility of a subject presenting an armed threat to the officer.
  - c. Safety of innocent bystanders.
  - d. Previous problems in the same area or with the same type of call.
7. The shift sergeant shall inspect all shotguns signed out at least once during their tour of duty to ensure compliance with this directive.

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