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**CSU FULLERTON POLICE DEPARTMENT**  
**GENERAL ORDER NUMBER 3-2** [CALEA 1.2.2, 1.3.12]

**FIREARMS PROCEDURES**

**SUBJECT:** Procedures for authorization, use and reporting use of firearms and shotguns by officers of this Department.

**PURPOSE:** To provide written procedures and requirements established by the Chief of Police with respect to weapons authorized to be carried by California State University Fullerton Police Officers.

**POLICY:** Only weapons and ammunitions authorized by the Department will be used by Department personnel in law enforcement responsibilities. This applies to weapons and ammunition carried both on and off duty. All discharges of firearms will be reported and reviewed for compliance with these regulations. [CALEA 1.3.9]

**PROCEDURE:**

I. Firearms Procedures

A. Authorized Firearms

1. The Glock, Model 22, self-loading, caliber .40mm pistol will be offered by the Department as the duty weapon for uniformed sworn personnel. Officers will be allowed to utilize their own personal weapon that is approved by the Range Master and Chief of Police. [CALEA 1.3.9a]
2. The Range Master will provide a list of acceptable gun manufactures and ammunitions. The Range Master may modify this list as needed without changing the policy to ensure that officers are carrying dependable weapons. [CALEA 1.3.9a]
3. The following calibers, .38 Cal, 357 Mag, 9mm, .40 Cal, and .45 Cal. are the current authorized calibers for uniform patrol duty. [CALEA 1.3.9a]
4. Investigators and administrative officers are authorized to carry a smaller caliber weapon, if desired. The caliber will be no smaller than a .380 Cal. that will assist to facilitate concealment. [CALEA 1.3.9a]
5. All ammunitions selected for use in Department issued or approved firearms shall be prescribed by the Chief of Police. The Range Master will maintain a list of ammunitions authorized to be carried. [CALEA 1.3.9b]
6. Officers choosing to use their private weapon will be responsible for the purchase and all maintenance of the weapon. Officers will be responsible for all equipment to properly carry the weapon for patrol

operations. Officers shall have a minimum level II holster, authorized by the Range Master, and a minimum of 3 duty magazines.

7. Officers using their private weapon shall be required to pass a comprehensive evaluation process by the Range Master to ensure their ability to safely and effectively operate their weapon system.
8. All modifications from a standard weapon (dedicated light/laser or night sights) must be approved by the Range Master. Officers will be responsible for the initial cost and maintenance of any approved modifications.

**B. Carrying Firearms On-Duty**

1. Personnel assigned to uniform patrol will carry a full-size or mid-size weapon that must be approved by the Range Master.
2. On duty uniformed officers shall carry the Department issued or authorized firearm and shall maintain a minimum of 36 rounds of ammunition on their person at all times, unless temporary specific exception is made by the watch commander.
3. Additional external devices to carry ammunition shall not be worn but may be stored in the officer's duty case. Any variance to the uniform duty configuration shall be subject to the approval of the Chief of Police.
4. On-duty investigators, administrators and officers assigned to plain-clothes detail shall carry the Department issued or authorized firearm with a minimum of one extra magazine available to them at all times.
5. Investigators or officers assigned to plain-clothes detail, who carry concealed weapons, shall demonstrate a clear proficiency to draw both the weapon and the additional ammunition during range qualifications. Investigators shall demonstrate a proficiency to draw their weapons both from a plain-clothes carry and from a uniform duty carry.

**C. Weapons Inspections**

1. Supervisor will inspect firearms and ammunition making certain they are Department authorized equipment, that no unauthorized modifications have been made, that the weapon is clean, properly lubricated and in a safe, serviceable condition.
2. No employee shall modify, or cause to be modified; any Department issued or authorized firearms or other weapons. Nor shall any repairs or maintenance beyond routine cleaning be made without authorization from the Range Master or the Chief of Police. If a weapon malfunctions and/or becomes inoperable, a supervising officer shall be notified immediately.

3. All weapons determined to be unsafe by the Range Master will be removed from service and turned over to the Armorer. After the weapon is unloaded at the loading and unloading barrel, the Range Master/Armorer will determine if the weapon is repairable. If the weapon is not repairable it will be destroyed by the Armorer and noted as such on the Department weapons inventory. [CALEA 1.3.9d]
  4. Officers shall not furnish, lend, give or sell firearms or other weapons to any person who does not have a legal right to possess them.
  5. Employees shall not display firearms or other weapons except as necessary for the performance of their duties.
- D. Firearm Controls [CALEA 1.3.9c]
1. All firearms used by Police Officers in the performance of their duties shall be issued or authorized by the Department. The Department Range Master will inspect all firearms before they are issued to insure they are functioning properly.
  2. All officers shall be armed with Department issued or approved firearms and ammunition while on duty.
  3. Officers have the legal right to carry firearms in an off-duty capacity, and shall do so in accordance with standards and procedures established by the Chief of Police.
  4. All firearms carried by Police Officers in an on-duty and/or off-duty capacity shall be subject to periodic inspection for serviceability by the Department Range Master or by a supervisor. Only those firearms that meet Department standards may be carried.
  5. The Range Master will maintain a computerized record of each weapon approved for official use by officers. This listing will note by officer the make, model, caliber and serial number of authorized weapons. In addition the Range Master will maintain a file containing all Weapons Authorization forms. The Range Master also will maintain a Department Qualification History by officer that notes the date of qualification and the serial number of the weapon. [CALEA 1.3.9e]
  6. Officers may carry their on-duty weapon while off duty. Any officer who wishes to carry any other weapon while off duty must request permission in writing from the Chief of Police. If permission is granted the officer must shoot a qualifying course semi-annually with that weapon.
- E. Secondary Firearms
1. Additional weapons shall be allowed to be carried as backup weapons while on duty providing they meet the approval of the Chief of Police and have been inspected by the Range Master and the officer has qualified with the secondary firearm. Officers wishing to carry additional weapons

must submit a written request to the range master. The weapon must be on the approved list and pass inspection. Officers must qualify semi-annually, with their secondary firearm. The request form will be maintained on file and shall include the following information [CALEA 1.3.9a,c, 1.3.10]:

- a. Make, model, caliber and serial number of weapon.
  - b. Make, caliber and specifications of ammunition to be carried.
  - c. Signature of Range Master noting safety inspection and qualification, and the date approved and qualified.
2. Manufacturers shall be limited to Beretta, Browning, Colt, Glock, Sig Sauer, Smith and Wesson, Walther, or similar high quality manufacturers, as noted on the approved list. [CALEA 1.3.9a]
  3. All secondary firearms shall be double action, regardless of whether they are revolver or self-loading and all shall have a capacity of at least five rounds and not more than sixteen rounds. [CALEA 1.3.9a]

#### F. Firearms Training and Qualification

1. Police Officers employed by the CSU Fullerton Police Department shall demonstrate proficiency in the care and use of Department authorized firearms and knowledge of the Department's use of force policy prior to being authorized to carry any weapon. [CALEA 1.3.11]
2. All officers who are authorized to carry lethal and less-than-lethal weapons will be issued copies of the Department's use of force policies (General Orders 3-1, 3-2, and 3-3), and will sign a statement of understanding prior to being authorized to carry a weapon.[CALEA 1.3.12, 1.3.11]
3. Each officer, with the exception of the Chief of Police and Command Staff, shall demonstrate their proficiency in the care and use of Department approved duty firearms at least semi-annually. Each officer shall demonstrate their proficiency in the care and use of authorized off-duty firearms semiannually. The Chief and Command Staff shall demonstrate proficiency in the care and use of approved duty firearms at least annually. Weapons will be cleaned prior to returning to duty. [CALEA 1.3.11]
4. The prescribed course to test firearms proficiency shall be approved by the Chief of Police and under the direct supervision of the Department Range Master who is a certified firearms instructor. [CALEA 1.3.11a]
5. A passing score is required on all phases of the prescribed firearms qualifications course except as directed by the Chief of Police.
6. Remedial training will be provided for any officer who fails to qualify with their Department issued firearm, before the officer resumes official duties. If an officer fails to demonstrate proficiency after remediation, and

the Range Master indicates that proficiency will not be demonstrated, this will be grounds for termination. [CALEA 1.3.11c]

7. All officers are expected to shoot either on duty or contingent with their shifts. The Range Master will attempt to provide qualification times to meet the needs of the officers.
8. Training Records – All firearms training will be documented and the Police Department’s Range Master will maintain a record of each officer’s firearms training and proficiency for the most recent five year period. [CALEA 1.3.11b]

**G. Use of Firearms**

1. Officers will use only reasonable force when force is used to accomplish lawful objectives. An officer shall use other reasonable means of defense and apprehension before resorting to the use of firearms, whenever possible. Consideration must be given to the nature of the offense for which the suspect is sought and dangers presented to innocent persons in the immediate area.
2. An officer shall not discharge a firearm in the performance of their duties except under the following circumstances:
  - a. In the defense of another person’s life;
  - b. In the defense of their own lives;
  - c. To apprehend a fleeing suspect when there is reasonable cause to believe that such a person has committed a felony involving the use, or threatened use of deadly force, is armed and an immediate and imminent threat to life;
  - d. To destroy seriously injured or dangerous animals when another disposition is impractical;
  - e. At an approved firearms range.
3. An officer generally should not discharge a firearm under the following circumstances;
  - a. At persons known to be or suspected of being juveniles except:
    1. In necessary self-defense from death or serious bodily injury when attacked, or;
    2. In necessary defense of another person from death or serious bodily injury when attacked.
  - b. At a moving or fleeing vehicle except:
    1. In necessary self-defense from death or serious bodily injury when attacked, or;
    2. In necessary defense of another person from death or serious bodily injury when attacked.
4. Officers shall not fire warning shots. [CALEA 1.3.3]
5. Officers will not unnecessarily display their firearm.

**H. Storage of Authorized Firearms [CALEA 1.3.9f]**

1. Police Officers are required to ensure that all Department authorized firearms are properly and safely stored.
  - a. Officers who store authorized firearms at the police station shall secure and lock those weapons in their personal lockers or a gun locker.
  - b. Officers who store their Department issued firearm at home shall ensure that they are kept in a locked location or have a functioning gunlock attached to them.
2. Officers are further required to comply with all Federal, State or Local laws related to the safe storage of firearms at their residences.

**II. Shotgun Policy and Procedures****A. Use of the Shotgun**

1. The primary use of the shotgun is for the backup (cover) of another officer in an armed or potentially armed confrontation. While it is clear there may be possible exceptions to this primary purpose, these exceptions must be limited and justified based upon the total circumstances present.
2. The shotgun is to be considered a defensive weapon to be used only when necessary to protect human life, or to prevent serious bodily injury.
3. An officer will use or display the shotgun only when there is a high probability all the following conditions exist:
  - a. A felony has been or is about to be committed.
  - b. The incident involves or may involve a weapon capable of inflicting death or serious bodily injury.
  - c. The shotgun may also be used for other appropriate purposes as authorized (i.e. training, euthanasia of animals, delivery of lifelines, chemical agents, less than lethal projectiles, etc.).
4. When a shotgun is removed, the officer removing the shotgun should broadcast ("Shotgun Out") to alert other officers and the field supervisor. This would allow the lead officer or Watch Commander to tactically deploy the shotgun.
5. A shotgun can be a hindrance in certain situations (i.e., foot chases, searching and handling prisoners, and in confined areas). Therefore, when responding to calls that may require a shotgun, the first officer on the scene will evaluate the situation and should, if possible, advise cover officers of the need for a shotgun. It is at the officer's discretion when to chamber a round.

6. A member of this Department shall not brandish a shotgun in the performance of duty except under circumstances known, or reasonably believed to be, potentially dangerous.

**B. Shotgun Maintenance**

1. On a quarterly basis, the Range Master will check each shotgun and ammunition used in patrol and investigators' vehicles. The shotgun will be disassembled, cleaned and visually inspected. The weapon will then be reassembled, loaded and placed in the appropriate patrol vehicle. The shotguns will be locked in the rack (or placed in the hard case) in the following condition [CALEA 1.3.9c]:
  - a. Chamber empty
  - b. Magazine loaded (4 rounds, 00 buck)
  - c. Side Saddle Loaded (6 Rounds 00 buck)
  - d. Hammer released
  - e. Safety off
2. Should a shotgun malfunction, become inoperable and/or become jammed with live ammunition, the following procedure is to be followed [CALEA 1.3.9d]:
  - a. The officer shall engage the shotgun safety (safety is on). The officer shall notify the Watch Commander and will attempt to correct the problem if it can be done safely.
  - b. If the malfunction cannot be safely corrected, the shotgun shall be red-tagged and placed in the armory.
  - c. A replacement shotgun will be obtained from the armory and placed in the appropriate vehicle.
  - d. In each case of a malfunction, the officer will submit a memo addressed to the Range Master detailing the circumstances of the malfunction.
  - e. The Range Master will have the malfunctioning shotgun rendered safe and repaired.

**C. Miscellaneous**

1. The Range Master will be responsible for shotgun and ammunition inventory and repairs. The shotguns utilized by the Department are the Remington 870, 12 gauge shotguns. [CALEA 1.3.9a,e]
2. Before a patrol or investigator's vehicle is removed from service for maintenance or repair, the shotgun will be removed and stored in the armory.
3. In-service shotguns will be loaded with Department issued ammunition. The approved ammunition will be #00 buck or slug loads. Magnum loads are prohibited. Generally, the slug rounds will be stored in the trunk of the vehicles. Other rounds such as blank training rounds, less than lethal rounds, chemical delivery rounds, and other specialized ammunition may

be authorized as the circumstances require, for those officers properly trained in their use. [CALEA 1.3.9b]

4. Most calls for police service will not require removing the shotgun from the vehicle. It is mandatory; therefore, that officers lock the vehicle whenever leaving the vicinity of the vehicle.
5. A shotgun will not be left in the vehicle when stored or parked at any on or off-campus repair facility.
6. Shotguns in the armory will be unloaded and the action will be open.

#### D. Shotgun Qualification Training

1. Qualification will be held at least annually, and must be monitored by the Range Master. Each officer must qualify to standards established by the Range Master. Officers who fail to qualify will not be authorized to utilize the shotgun until such time as they can prove proficiency. [CALEA 1.3.11a,c]
2. In addition, each officer shall be familiar with the nomenclature, use, and care of the shotgun before use of the weapon on duty. [CALEA 1.3.11]
3. Records of shotgun qualification will be documented and maintained with other firearms qualification records by the Range Master. [CALEA 1.3.11b]

#### E. Procedures On-Duty for Loading and Unloading the Shotgun

1. At the beginning of each patrol shift, officers will remove the shotgun from the armory and perform a safety check. Anytime an officer receives a gun from another officer they will perform a safety check. [CALEA 1.3.9c]
  - a. The action should be open. If not, pull the action back (action open.)
  - b. Push the safety on.
  - c. Ensure the weapon is empty (visually examine the chamber and magazine).
2. All Loading and Unloading of Shotguns will be done OUTSIDE the Police Building. Shotguns must be taken directly to the vehicle and secured in the shotgun rack.
3. Loading for Placement into the Vehicle (Administratively loaded):
  - a. Ensure the chamber and magazine are empty (visually examine the chamber and magazine).
  - b. Push the fore stock forward, closing the action. Keep the muzzle high and pointed in a safe direction.
  - c. Take the safety OFF.
  - d. Pull the trigger, letting the hammer fall.
  - e. Load four rounds into the magazine tube.
  - f. Place the shotgun into the locking mechanism.
  - g. Check firing pin.
4. At the end of each shift, officers will remove the shotgun from the vehicle, unload it outside and directly secure it in the armory. [CALEA 1.3.9f]
5. Removal From the Police Vehicle – Unloading
  - a. Unlock the mechanism and remove the shotgun.
  - b. Push the safety ON.

- c. Pull the fore stock to the rear, opening the action. Keep the muzzle high and pointed in a safe direction.
  - d. Reach into the ejection port and remove the round from the loading ramp.
  - e. With the thumb of the weak hand, push the loading gate up from the loading port so the thumb can rest on the shell latch.
  - f. Press the shell latch and remove the remaining three rounds from the magazine tube, one round at a time. Never "Rack" rounds out of the weapon.
  - g. Ensure the weapon is empty (visually examine the chamber and magazine).
  - h. Secure the shotgun in the armory.
- F. Five Point Safety Check-Remington 870 (Range Master Only)
1. First: Ensure that the weapon is empty (visually examine the chamber and magazine).
  2. Disassemble: Disassemble the shotgun by removing the magazine cap by turning clockwise with fingers. Next, remove the barrel by pulling it away from the receiver. Replace the magazine cap - one turn keeps the bolt from pulling out as the slide is pushed forward.
  3. Safety Checks:
    - Check #1: Look into the barrel bore for obstructions and cleanliness.
    - Check #2: Check the barrel notches for excessive damage or wear (Bolt locking, Ejector and Extractor notches).
    - Check #3: Pull the slide partially closed. Check the extractor for spring.
    - Check #4: Check the safety. Pull the slide forward to close the action. Put the safety **ON** and Pull the trigger. If the safety is working properly, the trigger should not pull.
    - Check #5: Check the firing pin. Push the safety **OFF** and place a finger over the small hole in front of the bolt. Pull the trigger. The firing pin should strike your finger.
  4. Assembly: Remove the magazine cap. Replace the barrel to the receiver. Replace the magazine cap finger tight, then back off two clicks.
- III. AR-15 Rifle Policy and Procedures—The California State University Fullerton Police Department has adopted the AR-15 rifle for use. The AR-15 will provide officers with a more effective means to protect the community and themselves in a situation involving suspects utilizing body armor and/or high powered high capacity weapons. [CALEA 1.3.9a]
- A. Officers will be selected for assignment as Patrol Rifle Officers. After successful completion of a training program, they will be authorized to carry and deploy the AR-15 rifle on-duty.
1. Officers will be issued their own Department approved AR-15, 5.56 mm caliber rifle and magazines, to carry while on duty.

2. Officers using their Department issued AR15 on duty shall be required to pass a comprehensive evaluation process by the Range Master to ensure their ability to safely and effectively operate their weapon system.
  3. All modifications made to the Department issued AR15 (dedicated light/laser or night sights) must be approved by the Range Master. Officers will be responsible for the initial cost and maintenance of any approved modifications.
  4. Officers using their Department issued AR15 will be responsible for purchasing their own ammunition when not at a Department sponsored training and/or qualification.
- B. The appropriate Command Officer will be responsible for:
1. Ensuring that Patrol Rifle Officers understand and comply with this Policy.
  2. Scheduling annual inspections of each AR-15 Rifle by a Department Armorer.
  3. Ensure that proper files are maintained for each AR-15. [CALEA 1.3.9e]
  4. Work with the range master and monitor training/qualifications to ensure that assigned personnel participate at an appropriate level of proficiency.
- C. Authorized Use of the AR-15 Rifle
1. The primary use of the AR-15 Rifle is in situations that require superior firepower against suspected armed suspects. And ONLY in situations where it is beyond the capabilities of normal patrol weaponry.
  2. The AR-15 is to be considered a defensive weapon to be used only when necessary to protect human life, or to prevent serious bodily injury.
  3. All use of the AR-15 shall be in accordance with required training programs by Department designated rifle officers.
  4. An officer will deploy the AR-15 only when it is a situation that requires superior firepower against suspected armed suspects.
    - a. Long distance
    - b. Multiple suspects
    - c. Suspects utilizing body armor
    - d. High powered or capacity weapons
    - e. The incident involves or may involve a weapon capable of inflicting death or serious bodily injury.
  5. A member of this Department shall not brandish an AR-15 in the performance of duty except under circumstances known, or reasonably believed to be, potentially dangerous.
- D. After any deployment of the AR-15:
1. The Patrol Rifle Officer will return the weapon to his or her vehicle, securing it in an appropriate manner.
  2. If the weapon is fired, the Department's Officer Involved shooting policy will be in effect.

## E. AR-15 Rifle Maintenance

1. On a quarterly basis, the Range Master will check each rifle and 5.56mm/.308 caliber ammunition and magazines to be used by designated patrol rifle officers. The rifle will be disassembled, cleaned and visually inspected. The weapon will then be reassembled, and placed in the locked armory.
2. Should a rifle malfunction, become inoperable and/or become jammed with live ammunition, the following procedure is to be followed [CALEA 1.3.9d]:
  - a. The officer shall engage the rifle safety (safety is on). The officer shall notify the Range Master and will attempt to correct the problem if it can be done safely.
  - b. If the malfunction cannot be safely corrected, the rifle shall be red-tagged and placed in the armory locker.
  - c. In each case of a malfunction, the officer will submit a memo addressed to the Range Master detailing the circumstances of the malfunction.
  - d. The Range Master will have the malfunctioning rifle rendered safe and repaired.

## F. AR-15 Rifle Qualification Training

1. All Officers will receive orientation training for the Rifle (classroom and range day) to be determined by the Range Master. Eligible officers will be able to apply to be an authorized Patrol Rifle Officer. [CALEA 1.3.10, 1.3.11]
2. Officers selected will receive a minimum of 16 hours of introductory training in the use of the AR-15 rifle. Training will include a qualification course that each officer must successfully complete. [CALEA 1.3.10, 1.3.11]
3. Training and qualification will be conducted by Department approved Instructors, and qualification records will be documented and maintained in the firearms qualification files by the Range Master. [CALEA 1.3.10, 1.3.11a,b]
4. An officer who fails to qualify and/or fails to attend two or more training /qualification sessions within a calendar year will not be authorized to utilize the patrol rifle. [CALEA 1.3.10, 1.3.11c]
5. Qualification will be held annually, at a minimum. Each designated patrol rifle officer must qualify to standards established by the Range Master. [CALEA 1.3.11]
6. Each designated patrol rifle officer must know all the procedures for the loading and unloading of the AR-15.
7. In addition, each officer shall be familiar with the nomenclature use, and care of the rifle before use of the weapon on duty.
8. At the end of each shift, officers will remove the rifle from the vehicle, unload it outside and directly secure it in the armory.

## G. Miscellaneous [CALEA 1.3.9b]

1. The in-service AR-15 rifles will be loaded with Department issued ammunition. The approved ammunition will be .308 or 5.56 mm rounds, in 10 (.308 only), 20 and 30 magazines only.
2. A rifle will not be left in the vehicle when stored or parked at any on or off-campus repair facility. [CALEA 1.3.9f]
3. Rifles in the armory locker will be unloaded and the action will be open. [CALEA 1.3.9f]
4. Unless deployment is necessary, the AR-15 will be kept secured in the vehicle. [CALEA 1.3.9f]

#### IV. Reporting Discharge of Firearm

- A. Whenever an officer discharges a firearm, rifle or shotgun other than at an approved range, the officer must immediately notify their supervisor and submit a report detailing the circumstances of the shooting. (Use of Force Report) A copy of the report will be forwarded immediately to the Chief of Police. [CALEA 1.3.6a]
  1. This report will include the reason for the use of force, extent of injury to the suspect, or others, medical treatment required, and other pertinent facts surrounding the case.
  2. Attached to the report will be any statements from witnesses or any other information pertinent to the investigation of the incident.
- B. Discharge of Firearms will be reviewed utilizing the procedures outlined in General Order 2-1, Internal Affairs Investigations.
- C. All officer-involved shootings will be investigated by the Orange County District Attorney.

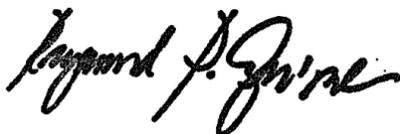
#### V. Providing Medical Aid Following Use of Lethal Weapons [CALEA 1.3.5]

- A. Rendering medical aid to any individuals who are injured is a top priority.
- B. If there are any injuries sustained as the result of the discharge of a firearm, officers involved will immediately notify dispatch to have paramedics respond to the scene.
- C. Officers will utilize their first aid skills to provide assistance to shooting victims until such time as the paramedics arrive.

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