

## RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a specific standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Jason Soto /s/		
Approving Deputy Chief: Tom Robinson /s/		
General Order No: E-180-17	Issued: October 17, 2005	Revised: September 28, 2017
General Order Title: <b>FIREARMS/FIREARMS TRAINING</b>		

### **POLICY**

Reno Police Department officers are trained to deal with a multitude of tactical situations which may require the use of firearms. The Department has specific procedures for the arming of officers both on-duty and off-duty. It is the policy of the Reno Police Department to ensure sworn employees receive adequate firearms training. Sworn employees who carry firearms shall be proficient with their safe handling and use.

### **FIREARMS PROCEDURES**

Personnel hired prior to August 15, 1997 will provide their own handgun(s) for Department use. Personnel hired on or after August 15, 1997 may provide their own handgun or use a Department- issued handgun as their primary duty weapon. This determination will be made as soon as practicable based on the employee's date of hire, in coordination with the Range Master. Sworn employees issued a handgun must use it as their primary weapon. If a sworn employee later substitutes a personally owned duty weapon, the Department issued handgun will immediately be returned. Sworn employees hired on or after August 15, 1997 may not use a revolver as a primary duty weapon. Any exception requires approval of the Chief of Police/ designee and the Range Master.

Department shotguns and rifles will be deployed as needed. Sworn employees may provide their own shotgun or rifle if these weapons meet Department specifications and have been inspected by the Range Master. Weapons not listed in this General Order or in the Firearms and Firearms Training Bulletin, must receive specific approval from the Chief of Police or their designee for use.

The Department, through the Range Master, will provide handguns for duty carry at the direction of the Chief of Police or their designee. These handguns will be listed in the Firearms and Firearms Training Bulletin.

### **Authorized Firearms List**

The Training Section maintains a list of the Department's approved and authorized firearms, which is contained in the Firearms and Firearms Training Bulletin. Sworn employees are only authorized to carry firearms from this list while in a duty status.

Handguns will conform to the manufacturers factory specifications, grips will be conservative in nature, ivory or light colored grips are generally not authorized and are required to be approved by the Chief of Police or their designee.

The Range Master is responsible for maintaining and updating the Firearms and Firearms Training Bulletin, with final approval from the Chief of Police or their designee. Any additions to the list will only occur after the Range Master has completed a test and evaluation of the firearm and the firearm has successfully passed the test and evaluation.

For the purposes of this General Order a firearm is described in NRS 202.253(2).

### **REQUIREMENTS**

1. All firearms will be inspected by the Department Range Master and logged in the range/training files. The owner or person being issued the firearm must show proficiency through training and shooting proficiency course(s) before using the firearm for duty.
2. On-duty sworn employees will be armed with a handgun, properly secured in a holster, unless specifically exempted by the Chief of Police/designee.
3. Sworn employees may be armed with a shotgun or rifle while on duty.
4. All authorized modifications to firearms intended for duty use will be inspected by the Range Master prior to being used for duty.
5. All modifications to Department owned firearms will be conducted by the Range Master/designee.

### **Secondary Handguns**

1. Sworn employees may carry a secondary handgun while on-duty.
2. Secondary handguns must conform to the same specifications as primary handguns and revolvers, and must be contained in the Firearms and Firearms Training Bulletin.
3. Secondary handguns and revolvers will be carried in a holster completely concealed and secured on the person.

### **Off Duty Carry**

1. Sworn employees may carry their primary or secondary handgun while off duty.
2. Sworn employees may carry their departmentally owned handgun while off duty.
3. Sworn employees will be provided with duty ammunition if their off-duty firearm is contained in the Firearms and Firearms Training Bulletin.
4. Sworn employees are not required to qualify with personally owned off duty handguns unless they are used as primary or secondary handguns or they are loaded with department issued ammunition.

### **Shotguns**

1. The Remington model 870, 12-gauge shotgun, with an 18" or 20" barrel is authorized for normal duty use.
2. Sworn employees may use a personal shotgun that complies with this General Order and the Firearms and Firearms Training Bulletin.
3. Authorized modifications will be inspected by the Range Master prior to being used for duty. These modifications may include magazine extensions, lights, ammunition saddles, slings, rifle-type sights or after-market stocks.
4. Sworn employees must demonstrate proficiency with the shotgun.
5. All shotguns will be inspected by the Range Master or their designee on an annual basis.

### **Rifles**

1. AR15 type semi-automatic rifle are authorized for normal duty use.
2. Sworn employees may use a personal rifle that complies with this General Order and the Firearms and Firearms Training Bulletin.
3. Personal owned rifles must be presented to the Range Master for testing and approval prior to initial use.
4. Authorized modifications will be inspected by the Range Master prior to being used for duty. Authorized modifications include optical sighting systems, slings, lights, ammunition saddles or bridges.
5. Sighting systems will be in accordance with the requirements set forth in the Firearms and Firearms Training Bulletin.

6. Sworn employees must demonstrate proficiency with the rifle.
7. All rifles will be inspected by the Range Master /designee on an annual basis.

### **Ammunition**

1. The Range Master will issue Department ammunition.
2. Only Department issued ammunition will be used for duty service.
3. The Department will issue three (3) magazine loads of ammunition for each primary and secondary firearm, plus ten (10) rounds of shotgun ammunition.
4. Department issued rifles will be deployed with a minimum of two loaded magazines.
5. Personal owned rifles will be issued ninety rounds or enough ammunition for three magazines, whichever is less.
6. Ammunition will be replaced at the Range Master's discretion as it becomes unserviceable or once yearly whichever comes first.
7. Ammunition expended in the line of duty will be promptly replaced.
8. Firearms will be carried loaded.
9. Sworn employees are required to know how many total rounds of ammunition they have in their magazines and firearms.
10. Uniformed sworn employees carrying a revolver for a primary must have a minimum of 18 rounds of ammunition, and those carrying a semi-automatic handgun for a primary must have a minimum of 25 rounds of ammunition.
11. Plainclothes sworn employees will carry at least 6 additional rounds of revolver ammunition or one extra loaded magazine.

### **Special Firearms and Ammunition**

1. Special firearms include but are not limited to:
  - a. Bolt action or semi-automatic rifles chambered in various calibers for a specific purpose;
  - b. Bolt action or semi-automatic rifles equipped with optics exceeding 6x power magnification;
  - c. Machine guns and submachine guns;
  - d. Suppressed rifles, handguns and submachine guns; and,

- e. Short barreled pump action or semi-automatic shotguns.
2. Special ammunition includes but is not limited to:
  - a. Armor piercing ammunition;
  - b. Special purpose glass penetrating ammunition;
  - c. Frangible handgun and rifle ammunition;
  - d. Tracer ammunition;
  - e. Subsonic rifle ammunition;
  - f. .12ga frangible breaching ammunition;
  - g. .12ga #7, 7.5 or 8 shot ammunition; and,
  - h. Various caliber special purpose ammunition.
3. Special firearms and ammunition will only be issued to sworn employees who have been specifically trained by the Range Master or his designee and shown proficiency through training and shooting qualification course(s).
4. Issuance of special firearms or ammunition will be made by the Range Master with the approval of the Chief of Police/designee.

### **Less Lethal Munitions**

1. Less lethal munitions consist of rubber, wood, foam or bean-bag projectiles fired from a 12-gauge shotgun, 37 or 40 mm launcher.
2. Less lethal munitions will be deployed by personnel who have received specific instruction and training on their use.

### **Maintenance/Safety**

1. Sworn employees will maintain firearms in clean and operable condition.
2. Department weapons stored in a police building will be kept in clean and serviceable condition.
3. Weapons secured in the ready safes inside the police building will be stored in car condition.
4. Manipulation of firearms, while at the station, will be conducted at a "Bullet Trap."
5. When damage, malfunctions, undue exposure to moisture or corrosion occurs, the firearm will be taken out of service until serviced by the department Range Master.
6. Damaged weapons will not be carried or issued.
7. Sworn employees encountering damaged or non-functioning duty weapons will notify a supervisor and the Range Master.

8. The Weapons Repair Form will accompany notifications and include specific details of the nature of the problem and the name and badge number of the sworn employee assigned to that weapon. The form will be securely attached to the weapon by placing it through the trigger guard.
9. No Reno Police Department employee will point any firearm, remove a firearm from a holster and/or use a firearm in any manner other than that taught by the Range Master and/or designee. The use of a firearm shall never be used in a joking manner.

### **TRAINING PROCEDURES**

1. The Range Master will disseminate the schedule of firearm qualifications and related training.
2. Firearms courses will be designed and coordinated by the Range Master.
3. In addition to qualifications, tactical firearms training will be scheduled periodically and administered under the direction of the Training Section.
4. Sworn employees are responsible for scheduling and attending range proficiency classes.
5. Department supervisors are responsible for monitoring subordinates to ensure they meet the guidelines set forth in this General Order.
6. Special firearms and ammunition training will be provided by the Range Master or his designee at the direction of Chief of Police or their designee.
7. Sworn employees who change duty weapons shall notify the Range Master as outlined in this General Order. Transitions may require additional training as prescribed by the Range Master. This training will be completed prior to using the weapon for duty.

### **REQUIREMENTS**

1. Sworn employees will participate in proficiency training in compliance with Nevada Administrative Code 289.230.5(a), as may be amended, or by direction of the Chief of Police.
2. Firearms training will require semiannual demonstration of proficiency with each firearm authorized for use by that officer through training and shooting qualification course(s).
3. It is the responsibility of the Range Master to maintain accurate records to include:
  - Division Commander/Risk Manager notifications.
  - Record of individual qualification including signature of employee.
  - Transitional classes for employees.

4. Sworn employees who miss scheduled proficiency training must notify their chain of command and schedule a make-up session. It is the responsibility of the sworn employee and their immediate supervisor to reschedule the proficiency training.
5. The absent sworn employee's immediate supervisor will notify the Training Section of any excused/unexcused absence from proficiency training.
6. The department Modified Duty Coordinator will notify the Training Division of any sworn employee who is unable to qualify due to injury.
7. The Range Master will schedule make-up proficiency training sessions as soon as practicable to accommodate excused absences or injured sworn employees unable to meet qualification requirements.
8. An excused absence does not exempt a sworn employee from attending the proficiency training class as soon thereafter as possible.
9. Unexcused failure to participate may result in disciplinary action.
10. In the event a sworn employee does not demonstrate minimum proficiency, they will be placed in an administrative assignment and remain in an administrative assignment until proficiency standards are met.

### **Inventory and issuing of firearms**

1. Departmental Firearms will be tracked through two separate inventories. The Range Master will maintain an inventory log and the Supply and Equipment Technician will maintain an inventory log. The Range Master and Supply and Equipment Technician will compare their inventories, as needed for accuracy, but no less than once a year.
2. Due to storage and qualifications issues, handguns will be issued by the Range Master at the range.
3. Rifles and shotguns will be issued by either the Range Master or the Supply and Equipment Technician.
4. Regardless of who issues a firearm, the issuing person shall update their records as soon as practical and contact the other party so that their records may be updated.

5. Rifles and shotguns placed in lock boxes throughout the police station will be checked twice yearly by the Range Master. The timing of these checks will be consistent with the biannual shift change.

### **Duty Firearms Collected as Evidence**

1. The Range Master is responsible for replacing any equipment that is taken from sworn employees as evidence. This would include, but is not limited to the firearm holster and duty equipment (i.e. Magazine pouches, belt).
2. When an officer involved shooting occurs, the Internal Affairs Investigator who is assigned to the incident, will notify the Range Master as soon as possible, so that the Range Master may begin the equipment replacement process. This would include, but is not limited to the firearm, holster and duty equipment (i.e. Magazine pouches, belt).
3. If a firearm collected as evidence was not originally issued by the Department, the Department will issue a replacement. The replacement firearm will be new, not used or refurbished. The new firearm will be the property of the officer and the firearm and equipment in evidence will become property of the Department.

### **Duty Firearms Released from Evidence**

1. The Range Master will take possession of Duty Firearms in Evidence, once they have been released by the City Attorney's Office or the Attorney's Office with jurisdiction over the case in which the firearm was booked into Evidence.
2. The Range Master will inspect the condition and function of the firearm.
3. If a firearm experienced a malfunction during an Officer-Involved Shooting it may no longer be used at the Reno Police Department as a primary or secondary firearm. The firearm may be used for training purposes by the Training Section.
4. After being evaluated by the Range Master, such firearms may be: 1) retained by the Department for duty use; 2) disposed of in accordance with established evidentiary procedures by Evidence Personnel; or 3) sold by the Department to the sworn employee who originally owned it, in accordance with this General Order and Firearms and Firearms Training Bulletin.
5. The Range Master will submit a memo to the Administration Division Deputy Chief with a recommendation based on Department needs. The disposition of the firearm is at the sole discretion of the Chief of Police or their designee.