

Addendum – 01	1
Purchase, Use and Control of Firearms and Security Equipment	1

Section-04 Security	OP-040106	Page: 1	Effective Date: 04/16/2007
Firearms and Security Equipment	ACA Standards: 2-CO-3A-01, 4-4173, 4-4199, 4-4200, 4-4201, 4-4204M, 4-4205, 4-ACRS-2A-10M, 3-3087, 3-3088, 3-3090, 3-3092, 4-APP-3A-22M, 4-APP-3B-01M, 4-APP-3B-02M, 4-APP-3B-04		
Justin Jones, Director Oklahoma Department of Corrections	Signature on File		

Addendum – 01 Purchase, Use and Control of Firearms and Security Equipment

Changes are:

Language was modified in Section III. A. item 9. to read as follows:

9. Generally, the Department of Corrections does not encourage, but does permit probation and parole officers, fugitive apprehension agents, and Internal Affairs investigators to carry an approved, privately or state owned firearm and ammunition during off-duty hours, provided the following guidelines are met:
 - a. The employee has been permanently assigned and has been qualified to use a specific firearm or authorized to carry a privately owned firearm.
 - b. The firearm will remain concealed at all times.
 - c. No intoxicating substances, including 3.2 beer, have been consumed within the last 8 hours.
 - d. The employee will not enter an establishment where the main source of revenue is the sale of alcoholic beverages.
 - e. The employee will have the CLEET certification card, DOC commissioning card, and DOC badge in immediate possession.
 - f. Commissioned Department of Corrections personnel are not commissioned nor authorized to carry an assigned department owned firearm while engaged in approved secondary employment, and the Department of Corrections assumes no liability for any employee's action incurred during the course of secondary employment, or for conduct outside the scope of the departmental duties including any workers compensation benefits.
 - g. When not being carried, firearms will be properly secured and stored in accordance with Section II. item B.

Action

Each facility/unit head will be responsible for development of local procedures.

The deputy director will be responsible for compliance with this procedure.

The deputy director of Institutions will be responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure will be effective as indicated.

Addendum: Operations Memorandum No. OP-040106 entitled "Purchase, Use and Control of Firearms and Security Equipment" dated January 10, 2007

Distribution: Policy and Operations Manual
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Section-04 Security	OP-040106	Page: 1	Effective Date: 01/10/2007
Firearms and Security Equipment	ACA Standards: 2-CO-3A-01, 4-4173, 4-4199, 4-4200, 4-4201, 4-4204M, 4-4205, 4-ACRS-2A-10M, 3-3087, 3-3088, 3-3090, 3-3092, 4-APP-3A-22M, 4-APP-3B-01M, 4-APP-3B-02M, 4-APP-3B-04		
Justin Jones, Director Oklahoma Department of Corrections	Signature on File		

Purchase, Use, and Control of Firearms and Security Equipment

In order to fulfill its mission to protect the public, employees, and offenders, the department establishes the following procedure for the acquisition, use, and control of firearms, ammunition and security equipment. (2-CO-3A-01) Use of all lethal and non-

lethal weapons will be restricted to authorized personnel as defined in [OP-050108](#) entitled "Use of Force and Reportable Incidents." (4-4199, 3-3087, 4-APP-3A-22M)

I. Standardization of Equipment

Each facility/district head will determine the authorized firearms and security equipment needs of the facility/district within the limits of the "Allowable Law Enforcement Equipment Matrix" ([Attachment A](#), attached) and make a recommendation for equipment to the deputy director. Need will be determined by the physical layout and size of the facility/district, security classification, and the composition of the offender population. The deputy director will approve all firearms and security equipment purchases. The maximum allowable equipment may not be needed or required by each facility/district, however, no facility/district will exceed the maximum allowable equipment listed on the "Allowable Law Enforcement Equipment Matrix" ([Attachment A](#), attached). Firearms and security equipment purchased by the department to replace existing stock will meet the following standards:

A. Firearms

1. Handgun—Department Issue

a. Revolver

Smith & Wesson six-shot, double action, .357 caliber or equivalent, blue or stainless steel construction, 4" barrel.

b. Semi-automatic

Glock, (models 17 and 19) or equivalent, 9-mm, double or safe action, blue steel, stainless steel, polymer, or aluminum construction, 4-5" barrel.

2. Handgun-Privately Owned

a. Revolver

Smith & Wesson or equivalent, nickel, stainless steel, alloy, or polymer finish, minimum five shot capacity, .38 caliber or .357 magnum, double action, 2-4" barrel.

b. Semi-automatic

Smith & Wesson, Glock, or equivalent, 9mm, .40 S&W or .45 ACP caliber, double or safe action, blue steel, nickel, stainless steel, polymer finish or aluminum construction, 3-5" barrel.

3. Shotgun

Remington Police Model 870 or equivalent law enforcement quality, 12 gauge, ghost ring or rifle sight, 18-20" barrel.

4. Rifle, duty

Colt AR-15 or equivalent law enforcement quality, 223 caliber, blue steel construction.

5. Rifle, tower scoped

The telescopic scoped tower rifle is optional at all medium and maximum security facilities that have operational towers. The Burris Posi-lock or equivalent 3x9x40 objective lenses, with a minimum one inch tube equipped with positive locking sight adjustment feature will be authorized and only when mounted on a Colt AR-15, .223 caliber, blue steel construction.

6. Rifle, tactical

.308 caliber Remington 700 or equivalent, bolt action center fire, equipped with minimum four-power fixed or 3 x 9 variable, black synthetic stock, blue steel.

B. Ammunition

1. Handgun-Department Issue

a. Only 38 special+P ammunition, new, factory loaded, 125 grain minimum and 158 grain maximum, jacketed, hollow point, minimum 945 feet per second is authorized.

b. Only 9 mm new, factory loaded, 24 grain minimum and 147 grain maximum, jacketed, hollow point minimum 1,110 feet per second is authorized.

c. The use of exploding ammunition of any type is prohibited.

2. Handgun-Privately Owned

a. .38 spl caliber, .38 sp HP caliber, .357 magnum, 9 mm, .40 caliber, .45 ACP semi-jacked, hollow point, minimum 115 grain bullet.

b. Probation and parole officers, fugitive apprehension officers, and Internal Affairs investigators who carry privately owned weapons will provide their own ammunition which will meet all departmental standards as indicated in Section I. B. 2. item a. above.

3. Shotgun
 - a. #00 buckshot, 12 gauge, new, factory loaded, 9 pellet, no magnum loads.
 - b. Lead rifle slug, new, factory loaded, 12 gauge, 1 oz.

4. Rifle
 - a. Rifle, duty-Only .223 new, factory loaded, 55 grain, boat tail hollow point, match grade is authorized.
 - b. Rifle, tactical-Only .308 new, factory loaded, minimum 150 grain, boat tail hollow point, match grade expanding ammunition. Each facility that is authorized a tactical rifle must determine the ammunition to be used that performs best in their specific rifle.

All duty, tactical and training ammunition must be factory loaded in accordance with SAMMI specifications for the cartridge bullet weight. Only American manufactured ammunition will be authorized.

5. Training

Reloaded ammunition or other authorized ammunition will be used for training purposes only. The grain/bullet weight of such reloaded ammunition will be comparable in grain/bullet weight to the authorized service ammunition. Under no circumstances will reloaded ammunition be used on duty. Employees will be required to utilize the same type load bearing equipment in qualification that he/she will utilize on duty.

- C. Load Bearing Equipment

1. Belt
 - a. Duty: black leather, gloss or standard finish or black cordura.
 - b. Buckle or double metal hook with stud or velcro fastener.
2. Holster
 - a. Strap over hammer or thumb break.
 - b. Finish and closures will be compatible with belt.
 - c. Shoulder holsters and concealable holsters may be authorized for specific duties where a low profile is required.

Personnel will utilize holsters designed for the particular firearm to be carried. Clip-on holsters will not be authorized.

3. Accessories

Cartridge carrier, handcuff cases, straps, ammunition loops, and keepers will be compatible with the belt and closures. The carrier will be capable of carrying two speedloaders, each holding six .38 bullets or two magazines if a semi-automatic is carried.

D. Special Weapons and Security Equipment (4-4199)

1. Baton, riot

- a. 36 inch length, 1 ¼ inch diameter, rounded on both ends.
- b. Smooth finish with gripping surface on both ends, equipped with a leather strap.
- c. Wood, fiberglass, polycarbonate plastic, or aluminum construction.

2. Baton, service/PR 24

24 inch length, 1 ¼ inch diameter rounded on both ends with side handled.

3. Baton, expandable

No longer than 26 inches in length when extended, with case compatible with load bearing equipment.

4. Shield, riot

- a. 20 inches wide, 36 inches high, made of clear polycarbonate.
- b. Handles made of solid cast aluminum with adjustable two piece breakaway arm strap.
- c. Weight approximately 5 ½ lbs.

5. Handcuffs and leg irons

- a. Fabricated of nickel finished steel in double lock configuration with tubular style retention mechanism.
- b. Consistent with National Institute of Justice (NIJ) standard 0307.01.

- c. 11/32 inch thickness.
- d. Anti-locking swivel chain connection or high security hinged connection.
- e. Plastic/nylon, throwaway type may be utilized during emergency situations and will, at a minimum, be 22 inches long with a tensile strength of 370 lbs.
- f. A handcuff cover (black box) will be used for transporting medium and maximum security inmates.
- g. Straight jackets, leather cuffs, and multi-point metal/leather restraints may be utilized during emergency situations where warranted.

6. Belly chains

Will be strong and durable, links will be at least ¼ inch thick and 1 ½ inches long.

7. Chemical and Inflammatory Weapons(4-4173)

Chemical, 2-chlorobenzylidene malononitrile (CS) and inflammatory, Oleoresin Capsicum (OC) use will be restricted to authorized personnel as defined in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents." All chemical and inflammatory weapons will be stored in designated areas inaccessible to offenders (outside inmate housing units and activity areas), protected from the weather, secured from unauthorized access, and protected from extreme heat and cold. Each container will be labeled to reflect date of expiration.

- a. (CS) is the only authorized chemical agents.
 - (1) New purchases will be hand-thrown or capable of launch with .37 mm or .40 mm launcher, projecto jet, or pepper fogger.
 - (2) CS gas will be stored separately from outdated gas. Outdated gas will not be used except for training purposes.

b. Oleoresin Capsicum (OC) Spray

Law enforcement grade, paraffin free, capable of spraying 10 feet for a minimum of 3 seconds.

- (1) OC spray will not be stored in close proximity to CS gas.
 - (2) OC spray, when issued, will be carried in individual holsters designed specifically for this use. OC spray will not be kept in areas subject to temperature extremes, such as within a vehicle's glove compartment or trunk. Approval by the appropriate deputy director is required prior to issuance of OC spray.
 - (3) Probation and parole officers may be issued one canister of OC spray with a record of issuance being maintained by the district supervisor.
 - (4) The OC canister will be turned in upon its expiration date and following any use. If used, a report will be submitted the warden/district supervisor in accordance with [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents", to include the weight of the canister following its use.
 - (5) Central Transportation Unit officers will be issued OC spray as a standard piece of equipment to be taken on all transports. Correctional facility transportation officers will be issued OC spray at the discretion of the shift supervisor or higher authority.
 - (6) OC spray will not be authorized for use on inmates who are only making noise while locked in their cells.
- c. Maximum security will be authorized to have eight of each of the following while medium security will be authorized to have six of each and minimum security will be authorized to have three of each:

CS Gas (2-chlorobenzylidene malononitrile)

- (1) Hand grenade, continuous discharge
- (2) Hand grenade, burst discharge
- (3) .37 mm or 40 mm projectile, continuous discharge
- (4) .37 mm or 40 mm projectile, burst discharge
- (5) .37 mm or 40 mm projectile, multiple round

- d. When removed from the storage area, CS will be weighed out and in and logged to indicate these measurements and reasoning for removal.
 - e. The use of chemical and inflammatory agents in correctional facilities will require approval of the deputy director.
8. Electronic weapons
- a. Electric capture/riot shield
 - (1) Made of clear polycarbonate
 - (2) Handles made of cast aluminum with button activation
 - b. Nova XR5000
9. Riot helmets
- a. Shatter resistant face shield
 - b. Capable of being worn with gas mask
 - c. Has chin strap
 - d. Black in color
 - e. Helmet must meet NIJ standard 04104.02 or better
10. Gas Mask
- Black rubber, full-faced mask with replaceable filter, designed for adaptation to eyeglass wear.
11. Body Armor
- a. Bullet resistant, will meet NIJ standard 0101.04 "Ballistic Resistance of Personal Body Armor Threat Level IIA", removable shock plate, removable/washable poly/cotton carrier.
 - b. Puncture resistant, must comply with NIJ standard 0115.00 Stab Resistance of Personnel Body Armor, and be black with torso and neck protection.
 - c. Vests are to be stored and maintained in accordance to manufactures recommendations. Vests should be visually inspected before issuance to ensure they are in good repair.

12. Safety gloves and safety sleeves

Made of Kevlar material for protection from cutting weapons.

13. Restraint chair (Optional – Medium and Maximum only)

Use of a restraint chair will be in accordance with [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents."

14. Custody control belt (Maximum only)

Use of the custody control belt will be in accordance with [OP-050108](#) "Use of Force Standards and Reportable Incidents."

15. Diversionary percussion devices that are nonlethal.

These devices should be refillable and must be stored according to the manufacturer's recommendation.

16. Crowd disbursement devices (i.e., stinger grenades) that are nonlethal with rubber projectiles.

These devices must be stored in accordance with the manufacturer's recommendation.

17. Thermal Imaging

Thermal imaging equipment may be checked out from the divisional office.

18. Magnetic Body Orifice Security Scanner (Boss) Chair

II. Accessibility and Control of Firearms and Security Equipment

All firearms and security equipment will be maintained in designated areas inaccessible to the offender population(outside inmate housing units and activity areas), protected from the weather, and secured from unauthorized acquisition. Access to the armories/storage areas will be limited to authorized staff as established by the facility head. Written procedures for strict control of all firearms and security equipment brought on Department of Corrections property, including state-owned housing and visiting law enforcement, will be established by the facility/district head. The storage of firearms in privately owned vehicles on state property is prohibited unless declared to the facility head/district supervisor and stored in accordance with approved local procedure.

A. Local Procedures (4-4204M)

Written procedures will be established to safeguard firearms maintained in state-owned housing and personal employee housing located on state

property (i.e., trailer parks) to include privately owned firearms. A listing of the location of each firearm stored in state-owned housing by brand name, model, serial number, and owner identification information will be maintained by the facility head or designee. The list will be updated whenever a change occurs and audited at least annually.

All Department of Corrections facilities/districts, sub-offices, administrative offices, and buildings will ensure that appropriate signs are posted and local procedures will be developed in accordance with [OP-110214](#) entitled "Workplace Violence" in order to prevent persons from carrying onto state property any handguns that are licensed pursuant to the Oklahoma Self Defense Act.

B. Storage of Firearms and Ammunition (4-4173)

When not in use, firearms and ammunition, at a minimum, will be secured in a locked container located within a locked vehicle or within the interior of the structure or an interior room/closet located outside of inmate housing units and activity areas. (4-4204, b #3) The storage container will be constructed totally of metal in order to be of sufficient strength to serve as a substantial barrier to unauthorized entry. If stored in a vehicle, the storage container will be secured in the vehicle by a lockable chain or cable.

III. Use, Inventory, and Inspection of Firearms and Security Equipment

Written procedures for the use, inventory, and inspection of all security equipment and firearms will be developed by the facility/district head or designee. The procedures will include a preventive maintenance and inspection program to ensure adequate performance of all equipment. Procedures will also include the process for unloading and reloading of firearms for employees and visiting law enforcement officers, to ensure these actions minimize danger. (4-4205M, 4-ACRS-2A-10) Only certified armorers or staff designated by the armorer are authorized to repair firearms.

A. Standards for the Use of Firearms and Security Equipment

1. Procedures outlined in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents" will be followed. (4-ACRS-2A-10)
2. Only correctional personnel who have a current Certificate of Proficiency in the use of firearms, chemical agents, batons, and shields as specified in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents" will be issued or authorized to use firearms in the commission of duties. Requalification will be required annually. A firearm will not be authorized for correctional officers in cadet status, except for firearm training and qualification, and on Department property. All training and qualification will be

with authorized firearms under the strict supervision of CLEET certified firearm instructors. Personnel qualifying with a specific firearm will be allowed to use only that brand and model of firearm for duty purposes.

3. Correctional facility personnel will only use firearms issued by the department in performing assigned duties.
4. Correctional facility personnel in direct contact with inmates will not carry firearms or security equipment except as authorized by the facility head in emergencies and transportation.
5. Probation and parole district supervisors, assistant district supervisors, team supervisors, senior probation and parole officers, probation and parole officers, fugitive apprehension agents, and internal affairs investigators may utilize a personally owned firearm or a department owned firearm. Personally owned firearms will meet specifications as outlined in Section I. A. item 2. of this procedure.
6. All firearms and security equipment carried by probation and parole officers (batons, OC spray, handcuffs) will be concealed at all times, with the exception of the following: (3-3092, 4-APP-3B-01M)
 - a. While transporting offenders
 - b. During planned arrest of offenders
 - c. While on an authorized manhunt
 - d. While conducting approved searches

Concealment will be defined as hidden from the detection and/or view of another person at all times. Appropriate attire in accordance with [OP-110245](#) entitled "Standards for Employee Personal Appearance" will be worn for concealment.

7. Assignment of a state-owned firearm on a permanent basis or authorization to use a privately-owned firearm must be approved by the district supervisor for probation and parole officers, and by the administrator of Internal Affairs for investigators and fugitive apprehension agents utilizing the "Permission to Carry State Owned/Private Owned Handgun" ([Attachment B](#), attached).
 - a. Probation and parole officers in probationary status may have a firearm permanently assigned upon successful completion of Department of Corrections firearms training.

- b. Officers not having a permanently assigned firearm may check out a state-owned firearm as needed for official duties after successful completion of firearms training.
 8. Firearm use and assignment can be revoked or restricted due to related disciplinary action or noncompliance with Department of Corrections rules. Firearm use suspension can occur as the result of an alleged rule violation, investigation, failure to qualify, or any other just cause. (3-3090, 4-APP-3B-04)
 9. Generally, the Department of Corrections does not encourage, but does permit probation and parole officers, fugitive apprehension agents, and Internal Affairs investigators to carry an approved, privately owned firearm and ammunition during off-duty hours, provided the following guidelines are met. State-owned firearms may be carried during off duty hours but not utilized in secondary employment. When not being carried, firearms will be properly secured and stored in accordance with Section II. item B.
 - a. The employee has been permanently assigned and has been qualified to use a specific firearm or authorized to carry a privately owned firearm.
 - b. The firearm will remain concealed at all times.
 - c. No intoxicating substances, including 3.2 beer, have been consumed within the last 24 hours.
 - d. The employee will not enter an establishment where the main source of revenue is the sale of alcoholic beverages.
 - e. The employee will have the CLEET certification card, DOC commissioning card, and DOC badge in immediate possession.
 - f. Commissioned Department of Corrections personnel are not commissioned nor authorized to carry an assigned department owned firearm while engaged in approved secondary employment, and the Department of Corrections assumes no liability for any employee's action incurred during the course of secondary employment, or for conduct outside the scope of the departmental duties including any workers compensation benefits.
- B. Inspection and Inventory Procedures
 1. All equipment will be issued from the facility armory or other secure area as designated by the facility head or district supervisor. Equipment will be properly logged as to type of equipment, serial

number, signature of employee receiving equipment, date and time out and in, and reason for reassignment. (4-4200)

2. Assigned equipment will be returned to the storage area at the end of each shift, when the reason for use has expired, or upon return to the workplace.
3. All firearms and security equipment used in the line of duty will be inspected monthly by a certified armorer or staff member designated by the facility/district head. (4-4201, 4-4204M, 3-3088, 4-APP-3B-02M) A written report of readiness will be submitted to the facility/district head. All state issued firearms will be detail stripped, test fired, and cleaned, at a minimum of annually, by a certified armorer. (Certified armorers are those individuals trained and certified by the factory or other recognized school to work on that specific brand of weapon. The training program must be approved by the administrator of Training and Staff Development. The armorer will be supplied the necessary equipment and tools to provide repair and maintenance of weapons. Tools will be controlled in accordance with [OP-040107](#) entitled "Tool Control Standards."
 - a. Firearms assigned but not fired subsequent to the last inspection will receive proper surface cleaning on a monthly basis.
 - b. Firearms assigned and fired will be properly cleaned prior to storage.
 - c. Adjustment or repair of firearms will be performed by a certified amorer.
4. A monthly inventory of all firearms, chemical agents, ammunition, and emergency equipment will be conducted according to the following procedures: (4-4201)
 - a. Emergency equipment will be listed by type and serial number.
 - b. Expiration dates will be listed on gas canisters and on inventory entries of gas.
 - c. All monthly inventories of current equipment, disposals, replacements, and additions will be dated and signed by the facility/district head.
 - d. Shift inventory of restraints may reflect only the total number of sets on hand. Monthly inventories of restraints will include total number on hand and serial numbers.

- e. Any lost or destroyed equipment will be reported to the deputy director.
- f. Surplus and contraband firearms will be disposed of as approved by the administrator of Internal Affairs.

IV. References

Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections."

OP-040107 entitled "Tool Control Standards"

OP-050108 entitled "Use of Force and Reportable Incidents"

OP-110214 entitled "Workplace Violence"

V. Action

Each facility/unit head will be responsible for development of local procedures.

The deputy director will be responsible for compliance with this procedure.

The deputy director of Institutions will be responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure will be effective as indicated.

Replaced: Operations Memorandum No. OP-040106 entitled "Purchase, Use, and Control of Firearms and Security Equipment" dated December 29, 2004

Distribution: Policy and Operations Manual
Department Website

Attachments	Title	Location
Attachment A	“Allowable Law Enforcement Equipment Matrix”	Attached
Attachment B	“Permission to Carry State Owned/Private Owned Handgun”	Attached

