

Purchase, Use, and Control of Firearms and Security Equipment	1
I. Standardization of Equipment.....	1
A. Institutions.....	1
B. Community Corrections	2
C. Internal Affairs.....	2
II. Standards for Equipment	2
A. Firearms.....	2
B. Ammunition.....	4
C. Load Bearing Equipment (Institutions/Internal Affairs).....	6
D. Load Bearing Equipment (Community Corrections).....	6
E. Special Weapons and Security Equipment (Institutions/Internal Affairs) (4-4199).....	7
F. Intermediate Weapons and Security Equipment (Community Corrections)	11
III. Accessibility and Control of Firearms and Security Equipment (Institutions/Internal Affairs)(4-4173).....	13
A. Procedures for Firearms in Employee Housing (4-4204M).....	13
B. Storage of Firearms and Ammunition	13
IV. Accessibility and Control of Firearms and Security Equipment (Community Corrections)	14
V. Use, Inventory, and Inspection of Firearms and Security Equipment.....	14
A. Standards for the Use of Firearms and Security Equipment (Institutions/Internal Affairs)	14
B. Standards for the Use of Firearms and Security Equipment (Community Corrections)	16
C. Inspection and Inventory Procedures (Institutions/Internal Affairs)	18
D. Inspection and Inventory Procedures (Community Corrections).....	19
VI. References	20
VII. Action.....	20
Attachments.....	21

Section-04 Security	OP-040106	Page: 1	Effective Date: 06/08/2011
Firearms and Security Equipment	ACA Standards: 2-CO-3A-01, 4-4173, 4-4199, 4-4200, 4-4201, 4-4203M, 4-4204M, 4-4205M, 4-ACRS-2A-10M, 4-APPFS-3A-22M, 4-APPFS-3B-01M, 4-APPFS-3B-02M, 4-APPFS-3B-03M, 4-APPFS-3B-04, 4-APPFS-3B-05, 4-APPFS-3B-06		
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 is restricted to authorized personnel as defined in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents." (4-4199, 4-APPFS-3A-22M)

I. Standardization of Equipment

A. Institutions

Each facility head will comply with authorized firearms and security equipment needs as required in the "Law Enforcement Equipment Matrix"

([Attachment A](#), attached) The deputy director will approve all firearms and security equipment purchases.

B. Community Corrections

Each district supervisor will determine the authorized firearms and security equipment needs of the district and make a recommendation for equipment to the deputy director of Community Corrections. The deputy director will approve all firearms and security equipment purchases.

C. Internal Affairs

The administrator of Internal Affairs will approve all firearms and security purchases for the Internal Affairs Unit.

II. Standards for Equipment

Firearms and security equipment purchased by the department to replace existing inventory will meet the following standards:

A. Firearms

1. Handgun—Department Issue

a. Revolver (Internal Affairs)

Smith & Wesson six-shot, double action, .357 caliber or equivalent, blue or stainless steel construction, 2" - 4" barrel.

b. Revolver (Community Corrections)

Smith & Wesson six-shot, double action, .357 caliber or equivalent, blue or stainless steel construction, 2 - 4" barrel.

c. Semi-automatic (Institutions/Internal Affairs)

Glock, (models 17 and 19) or equivalent, 9-mm, double or safe action, blue steel, stainless steel, polymer, or aluminum construction, 4-5" barrel. Fugitive apprehension agents and Internal Affairs supervisors are authorized the use of the Glock (models 22 and 23) or equivalent 40 caliber.

d. Semi-automatic (Community Corrections)

Glock (models 17, 19 and 26) or equivalent, 9-mm, double or safe action, blue steel, stainless steel, polymer, or aluminum construction, 2.5-5" barrel. Glock (model 22, 23 and 27) or equivalent .40 cal, blue steel, stainless steel, polymer, or aluminum construction, 2.5-5" barrel.

2. Handgun-Privately Owned

a. Revolver (Internal Affairs/Community Corrections)

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 (Internal Affairs)

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.

c. Semi-automatic (Community Corrections)

Smith & Wesson (S & W), Glock, or equivalent .9mm, .357 Sig, .40 S&W or .45 caliber, double or safe action, blue steel, nickel, stainless steel, polymer finish or aluminum construction, 2.5-5" 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 (Institutions)**

- a. Only 9 mm new, factory loaded, 124 grain minimum and 147 grain maximum, jacketed, hollow point minimum 1,110 feet per second is authorized.
- b. The use of exploding ammunition of any type is prohibited.

2. Handgun-Department Issue (Internal Affairs)

- 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. 40 Caliber new factory loaded 155 grain minimum and 180 grain maximum jacketed hollow point 950 ft. per second minimum.
- c. The use of exploding ammunition of any type is prohibited.

3. Handgun-Department Issue (Community Corrections)

- 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, 124 grain minimum and 148 grain maximum, jacketed, hollow point minimum 1,110 feet per second and .40 new factory loaded 180 grain jacketed hollow point 950 ft. per second minimum are authorized.
- c. The use of exploding ammunition of any type is prohibited.

4. Handgun-Privately Owned (Internal Affairs)

Fugitive apprehension agents and Internal Affairs supervisors who carry privately owned weapons will provide their own ammunition which will meet all departmental standards as indicated in Section II. B. 2. items a. and b. of this procedure.

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

5. Handgun-Privately Owned (Community Corrections)

Probation and parole officers who carry privately owned weapons will provide their own ammunition which will meet all departmental standards as indicated in Section II. B. 3. items a. and b. of this procedure.

- a. New, factory loaded, .38 spl, 125 to 158 grain, .357 magnum, 124 to 158 grain, 9 mm, 124 to 148 grain, .357 Sig., 125 grain, 40 caliber, 180 grain, .45, 230 grain jacketed, hollow point.
- b. The use of exploding ammunition of any type is prohibited.

6. 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.

7. Rifle

- a. Rifle, duty-Only .223 new, factory loaded, minimum 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.
- c. 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.

8. Training

- a. Reloaded ammunition or other authorized ammunition may 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.

b. Holsters

Employees will be required to utilize the same holster in qualification/training as will be utilized on duty.

C. Load Bearing Equipment (Institutions/Internal Affairs)

1. Belt

- a. Duty: black leather, gloss or standard finish or black cordura; and
- b. Buckle or double metal hook with stud or velcro fastener.

2. Holster

- a. Strap over hammer or thumb break. Fugitive apprehension agents and internal affairs supervisors are authorized a patented thumb or trigger finger active locking/retention system;
- b. Finish and closures will be compatible with belt; and
- 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 are not 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. Load Bearing Equipment (Community Corrections)

1. Holster

- a. Active security retention level 1 minimum (thumb break or other locking mechanism); and
- b. Concealable holsters, such as fanny packs, may be authorized. Holsters will be designed for the particular firearm to be carried. Holsters will only be attached to the belt by belt loops or tunnels, with the exception of paddle holsters. All holsters must have been approved by the district supervisor prior to being utilized on duty. Firearms are prohibited from being carried on the person in anything other than their approved holster.

2. Ammunition and Handcuffs

When carrying a firearm on duty, officers must carry handcuffs and one speed loader or extra ammunition carried in an ammunition loop (for revolver) or one magazine (for semi-automatic). Handcuffs, ammunition and speed loaders/magazines will be concealed and carried in approved cases.

- E. Special Weapons and Security Equipment (Institutions/Internal Affairs) (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; and
 - 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; and
 - c. Weight approximately 5 ½ lbs.
 5. Handcuffs and leg irons
 - a. Fabricated of nickel or blue 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 350 pounds; and
- f. A handcuff cover (black box) will be used for transporting medium and maximum security offenders in accordance with [OP-040111](#) entitled "Transportation of Offenders."

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

The use of 2-chlorobenzylidene malononitrile (CS) (chemical) and Oleoresin Capsicum (OC) (inflammatory) 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 offender 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. 2-Chlorobenzylidene Malononitrile (CS)

CS gas is the only authorized chemical agent.

- (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 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.
 - (3) Probation and parole officers, fugitive apprehension agents, and internal affairs investigators may be issued one canister of OC spray with a record of issuance being maintained by the district supervisor/administrator or designee. If carried, the canister must be in a holster specifically designed for such use, and provided by the district.
 - (4) Central Transportation Unit (CTU) officers and facility transportation officers will be issued OC spray as a standard piece of equipment to be taken on all transports.
 - (5) The OC canister will be turned in upon its expiration date. If used, an incident report will be submitted in accordance with [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents", to include the beginning and ending weight of the canister following its use.
 - (6) OC spray will not be authorized for use on offenders who are only making noise while locked in their cells.
- c. Maximum security facilities will be authorized to have eight of each of the following, 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; and
 - (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 document the measurement and reason for removal.

- e. The use of chemical agents in correctional facilities will require approval of the deputy director.
8. Electronic weapons
- a. Electric capture/riot shield
 - (1) Made of clear polycarbonate; and
 - (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; and
 - 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. Only body armor models that have been tested by the National Institute of Justice (NIJ) National Law Enforcement and Corrections Technology Center (NLECTC), and found to comply with the requirements of the current NIJ standards will be used.
 - b. Body armor will be stored and maintained in accordance to manufacturer's recommendations. Body armor should be visually inspected before issuance to ensure it is in good repair and have not reached their warranty expiration date.
 - c. The wearing of body armor is mandatory for staff who are conducting offender transports or performing CERT duties.
12. Safety gloves and safety sleeves

Made of Kevlar material for protection from cutting weapons.

13. Restraint chair (optional – medium and maximum security facilities 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 security only)

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

15. Diversionary percussion devices (nonlethal)

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

16. Crowd disbursement devices (i.e., stinger grenades) (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 office of the deputy director of Institutions.

18. Magnetic body orifice security scanner (Boss) chair

F. Intermediate Weapons and Security Equipment (Community Corrections)

When carrying a firearm on duty, an intermediate weapon (expandable baton and/or OC spray) must also be carried in order to comply with the “Use of Force Continuum” ([OP-050108](#), [Attachment A](#)). (4-APPFS-3B-06)

1. Expandable baton

No longer than 26 inches in length when extended, carried in an approved case.

2. Oleoresin Capsicum (OC) Spray

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

- a. OC spray 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 district supervisor is required prior to issuance of OC spray and a record of such issuance will be maintained.

- b. The OC canister will be turned in upon its expiration date and following any use. If used, a report will be submitted to the 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.

3. Body armor

- a. Only body armor models that have been tested by the National Institute of Justice (NIJ) National Law Enforcement and Corrections Technology Center (NLECTC), and found to comply with the requirements of the current NIJ standards will be used
- b. Body armor will be stored and maintained in accordance to manufacturers' recommendations. Body armor will not be stored in areas subject to temperature extremes, such as a vehicle trunk. Body armor should be visually inspected before issuance to ensure it is in good repair and have not reached their warranty expiration date.

4. Handcuffs and leg irons

- a. Fabricated of nickel or blue finished steel in double lock configuration with tubular style retention mechanism. Colored handcuffs are not approved.
- 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 350 lbs.
- f. A handcuff cover (black box) will be used for transporting medium and maximum security offenders in accordance with [OP-040111](#) entitled "Transportation of Offenders."

5. Belly chains

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

6. Safety gloves and safety sleeves

Made of Kevlar material for protection from cutting weapons.

III. Accessibility and Control of Firearms and Security Equipment (Institutions/Internal Affairs) (4-4173)

All firearms and security equipment will be maintained in designated areas inaccessible to the offender population (outside offender housing units and activity areas), protected from the weather, and secured from unauthorized access. Access to the armories/storage areas will be limited to authorized staff as established by the facility/unit head. Facility post orders will address the strict control of all firearms and security equipment brought on DOC property, including state-owned housing and visiting law enforcement. With the exception of law enforcement officers, it is unlawful for any person (to include those that possess a license to carry a concealed weapon) to bring firearms onto any DOC property as specifically stated in OP-040101 entitled "Facility Security Standards."

A. Procedures for Firearms in Employee Housing (4-4204M)

1. The facility head or designee will ensure the security of 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 within state-owned housing/property 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 by designated staff.

2. Signage

All DOC facilities, administrative offices, and buildings will ensure that appropriate signs are posted 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

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 offender 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 or utilizing hardware provided by the manufacturer.

IV. Accessibility and Control of Firearms and Security Equipment (Community Corrections)

A. When reporting for work, probation and parole officers must be “duty-ready.” Duty-ready is defined as having the approved firearm and all issued security equipment ready and available in order to fulfill all duties of the position. Officers must notify their supervisors of any physical or pharmacological conditions that could affect their ability to perform their duties or carry a firearm or other weapon safely. (4-APPFS-3B-05)

B. Weapons are not authorized for possession or use at community correction centers. Local procedures will outline the process for access in emergency situations or transports to higher security. (4-ACRS-2A-10M)

C. Signage

All DOC facilities/districts, sub-offices, administrative offices, and buildings will ensure that appropriate signs are posted 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.

D. Storage of Firearms and Ammunition

If not worn on the person, firearms and ammunition, at a minimum, will be secured out of sight within a locked vehicle or in a storage container constructed totally of metal in order to be of sufficient strength to serve as a substantial barrier to unauthorized entry. When state owned firearms are stored at a residence, the firearm will be made safe and will be secured.

V. 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/unit 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) Only certified armorers, or staff designated by the armorer, are authorized to repair firearms.

A. Standards for the Use of Firearms and Security Equipment (Institutions/Internal Affairs)

1. Procedures outlined in [OP-050108](#) entitled “Use of Force Standards and Reportable Incidents” will be followed.

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 and such equipment in the commission of duties.
 - a. Requalification will be required annually.
 - b. A firearm will not be authorized for correctional officers in cadet status, except for firearm training and qualification, and on departmental property.
 - c. All training and qualification will be with authorized firearms under the strict supervision of CLEET and/or NRA 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 offenders will not carry firearms or security equipment except as authorized by the facility head in emergencies and transportation. (4-4204M)
5. Fugitive apprehension agents may utilize a personally owned firearm or a department owned firearm. Personally owned firearms will meet specifications as outlined in Section I. item A. of this procedure.
6. Assignment of a state-owned firearm on a permanent basis or authorization to use a privately-owned firearm must be approved by the administrator of Internal Affairs for fugitive apprehension agents utilizing the "Permission to Carry State Owned/Private Owned Handgun" ([Attachment B](#), attached).
7. Firearm use and assignment can be revoked or restricted due to related disciplinary action or noncompliance with DOC rules. Firearm use suspension can occur as the result of an alleged rule violation, investigation, failure to qualify, or any other just cause.
8. Generally, DOC does not encourage, but does permit probation and parole officers, fugitive apprehension agents, and Internal Affairs supervisors 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 and must be worn in accordance with Section V. B. item 3. of this procedure.
 - 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 DOC 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 III. item B. of this procedure.
- B. Standards for the Use of Firearms and Security Equipment (Community Corrections)
1. Procedures outlined in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents" will be followed.
 2. Only officers who have been trained and certified in the use of firearms, chemical agents and batons as specified in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents" will be issued or authorized to use firearms or such equipment in the commission of duties. Requalification will be required annually. (4-APPFS-3A-22M, 4-APPFS-3B-03M)
- All firearms training and qualification will be with authorized firearms under the strict supervision of CLEET and/or NRA 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. All firearms and security equipment carried by probation and parole officers (batons, OC spray, handcuffs, and ammunition) will be concealed at all times, with the exception of the following: (4-APPFS-3B-01M)
 - a. While transporting offenders;
 - b. During planned arrest of offenders;
 - c. While on an authorized manhunt; or
 - d. While conducting approved searches.

When carried on the person, all firearms will be in a holster designed for the particular firearm being carried. Security equipment will be carried in a case or carrier designed for the specific equipment, as outlined in this procedure.

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.

4. The employee will have the CLEET certification card, DOC commissioning card and DOC badge in immediate possession at all times when carrying an approved firearm.
5. 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 utilizing the "Permission to Carry State Owned/Private Owned Handgun" ([Attachment B-1](#), attached).
 - a. Probation and parole officers in probationary status may have a firearm permanently assigned upon successful completion of DOC 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.
 - c. When authorized to carry a state owned firearm, the firearm will be carried in a holster provided by the district, or in an approved holster designed for that particular firearm, in accordance with Section II. D. 1. item b. of this procedure. When authorized to carry a privately owned firearm the officer must provide an approved holster (unless an approved holster is available by the district) designed for that particular firearm, in accordance with Section II. D. 1. item b.

of this procedure. Firearms will not be carried in any manner not specifically authorized.

6. Firearm use and assignment can be revoked or restricted due to related disciplinary action or noncompliance with DOC rules. Firearm use suspension may occur as the result of an alleged rule violation, investigation, failure to qualify, or any other just cause. (4-APPFS-3B-04)

C. Inspection and Inventory Procedures (Institutions/Internal Affairs)

1. All equipment will be issued from the facility armory or other secure area as designated by the facility/unit head or designee. 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/unit head. (4-4201, 4-4204M) A written report of readiness will be submitted to the facility/unit 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 armorer.
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/unit 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 facility equipment will be reported to the affected deputy director. Internal Affairs will report to the Internal Affairs administrator.
- f. Surplus and contraband firearms will be disposed of as approved by the administrator of Internal Affairs.

D. Inspection and Inventory Procedures (Community Corrections)

1. All equipment will be issued as determined by the district supervisor. Issued equipment will be properly logged utilizing the "Probation and Parole Security Equipment Inventory Log" ([Attachment C](#), attached).
2. 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 district supervisor utilizing the "Probation and Parole Monthly Weapons/Security Equipment Checklist" ([Attachment D](#), attached). (3-3088M, 4-APPFS-3B-02M) 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 manufacturer of the firearm 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. If a privately owned weapon is authorized, the officer must have the weapon inspected by a certified armor annually and provide verification of the inspection at the time of annual qualification.
 - 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 returning to duty.
- c. Adjustment or repair of firearms will be performed by a certified armorer.
- d. Financial responsibility for the repair of personally owned firearms is the responsibility of the staff member.

VI. References

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

OP-040107 entitled "Tool Control Standards"

OP-040111 entitled "Transportation of Offenders"

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

OP-110214 entitled "Workplace Violence"

OP-110245 entitled "Standards for Employee Personal Appearance"

VII. Action

The appropriate deputy director/administrator of Internal Affairs is responsible for compliance with this procedure.

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

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-040106 entitled "Purchase, Use, and Control of Firearms and Security Equipment" dated March 22, 2010

Deleted: Operations Memorandum No. OP-040106 Addendum-01 dated July 28, 2010

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” (Institutions/Internal Affairs)	Attached
Attachment B-1	“Permission to Carry State Owned/Private Owned Handgun” (Probation and Parole)	Attached
Attachment C	“Probation and Parole Security Equipment Inventory Log”	Attached
Attachment D	“Probation and Parole Monthly Weapons/ Equipment Checklist”	Attached
Attachment A	“Use of Force Continuum”	OP-050108

