WEAPONS MAINTENANCE

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7.0.01 POLICY/PURPOSE

The purpose of this directive is to fix responsibility for the proper administrative maintenance issues related to weapons that may not be found in other related directives.

7.0.02 RESPONSIBILITIES

A. The Commander of Personnel and Training will:

1. Budget for the purchase of ammunition on all the weapon systems to include training and duty ammunition.

B. Special Operations Team (SOT) Commander will:

1. Ensure that members of the SOT are trained in the use of the Sage weapon on an annual basis.

2. Maintain a list of SOT members authorized to carry and use SOT rifles and rifle assignments.

3. Conduct a quarterly inventory/inspection of all SOT weapon systems, to include rifles and Sage weapons, and forward a copy of the inspection results to Planning and Accreditation and the Property and Evidence Section.

4. Keep all records for a minimum of five years.
C. The **CDU Commander** will:

1. Ensure that a sufficient number of members of the CDU are qualified annually in the use of the PepperBall Launcher and 37/40mm gas gun.

2. Maintain the PepperBall launchers and ensure there is a designated trainer and armorer.

3. Maintain a list of officers authorized to carry and use the PepperBall Launcher.

4. **Inspect PepperBall Launchers** quarterly and forward a copy of the results to Planning and Accreditation and the Property and Evidence Section.

5. **Keep all records for a minimum of five years.**

D. **The Patrol Operations Bureau Commander will designate a Special Weapons Coordinator.** The Special Weapons Coordinator will:

1. **On a quarterly basis, obtain a list of officers assigned Patrol rifles and shotguns from the Property Section master list. Forward an updated list of officers authorized to carry and use the Patrol Rifle to all Patrol Captains, Department of Emergency Communications and the Range Manager.**

2. **Ensure that Patrol supervisors conduct bi-weekly inspections of assigned Patrol Rifles and shotguns and verify the weapon serial number against the master list.**

3. **Conduct a quarterly inventory/inspection of all Patrol rifles and Shotguns not assigned to SOT.**

4. **Forward copies of the quarterly inspections to Planning and Accreditation and the Property and Evidence Section.**

5. **Conduct periodic inspections of the Patrol Arsenal and take corrective action on any deficiencies.**

6. **Keep all records for a minimum of five years.**

E. **Property Section Supervisor will:**

1. **Maintain a master list (to include serial numbers) for all non-SOT assigned Patrol Rifles and shotguns.**

2. **Provide a current list of assigned Patrol Rifles and shotguns to the Special Weapons Coordinator on a quarterly basis.**

3. **Review the quarterly inventory/inspection prepared by the Special Weapons Coordinator and report any discrepancies to the Support Services Commander.**
By Authority Of:

Earl L. Cook
Chief of Police