

# GENERAL ORDER



Title  
**Handling of Service Weapons**

Series / Number  
**GO-RAR-901.01**

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Replaces / Rescinds  
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Related To:  
SO-04-07(Carrying Firearms While Off-Duty in the District of Columbia)

## DISTRICT OF COLUMBIA

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### I. BACKGROUND

The use of authorized service weapons by members in the performance of duty is regulated by GO-RAR-901.07 (Use of Force). This directive is designed to cover the requirements for the safe handling and use of firearms and other service weapons in those circumstances where the weapon is not being engaged in the use of force for a police purpose. These circumstances include prescribed training; authorized on-duty and off-duty weapons; handling and securing of weapons; authorized practice; and unintentional discharge of weapons. This directive does not apply to the lawful use or possession of privately-owned firearms not authorized by the Metropolitan Police Department, such as antique guns in a gun collection.

### II. POLICY

The policy of the Metropolitan Police Department (MPD) is to ensure that members carry and use only authorized weapons and ammunition and are trained in the proper use, security, and handling of firearms when acting, on duty or off duty, in their capacity as police officers. The policy of MPD also requires that:

1. The discharge of any firearm by a member of the MPD, whether on duty or off duty, shall be reported immediately. (CALEA 1.3.6-a)
2. Subject to the exceptions enumerated in Section II.3, below, every firearm discharge by a member, whether occurring on- or off-duty, using an authorized or unauthorized firearm, shall be investigated thoroughly and objectively.
3. Absent extraordinary circumstances, the MPD will not investigate a member's firearm discharge if that discharge:

- a. Occurred during authorized firearm training and did not result in injury, property damage, or any allegation of misconduct against the member; or
  - b. Occurred during the member's lawful recreational activities (e.g., hunting), using a legally registered, privately owned firearm, as long as each of the following elements has been met:
    - (1) The discharge occurred outside the District of Columbia;
    - (2) The member was not acting in his or her capacity as an MPD officer;
    - (3) The discharge did not result in injury, property damage, or any allegation of misconduct;
    - (4) The weapon involved was not a service weapon and
      - (a) The weapon is not the subject of an allegation that the weapon was (i) illegal; (ii) unlawfully altered or modified; or (iii) used to fire illegal ammunition; and
      - (b) The member's use of weapon did not result in injury, property damage, or any allegation of misconduct against a member.
4. Members are expected to comply with all relevant local and Federal laws and regulations when handling and using privately-owned firearms for purposes not related to their duties as a police officer.

### III. DEFINITIONS

When used in this directive, the following terms shall have the meanings designated:

1. Authorized – Department-sanctioned for on-duty or off-duty use.
2. Exchange – Whenever a Department-issued service weapon is temporarily or permanently replaced.
3. Firearm – Any Department-issued service pistol or authorized off-duty service pistol, as well as weapons such as other pistols, rifles, shotguns, revolvers, handguns, or machine guns.
4. Firearms Instructor – A member of the Department who has: (1) attended all required courses in weaponry, (2) been certified as a weapons instructor, and (3) been given the authority to monitor proficiency at the firing range.

5. Functional Firing – The un-scored firing of fifty (50) rounds of ammunition to test the proper functioning of a new, re-issued or exchanged weapon.
6. Non-Deadly Force – Any use of force that is neither likely nor intended to cause death or serious physical injury.
7. Patrol Rifle – The Department-issued rifle. The Department currently issues the Colt AR-15A3.
8. Pistol – Any handgun. The Department issues the Glock Models 17, 19, and 26 in addition to the Sig Sauer P226 (for specialized units). The compact versions of these pistols are authorized for use as an off-duty weapon. Some members are authorized to use their previously approved .38 caliber revolver as an off-duty weapon.
9. Privately Owned Firearms – Firearms other than those issued by the Department or authorized by the Department for off-duty police use. Privately owned firearms include those firearms lawfully possessed under the laws of an officer's place of residence.
10. Serious Use of Force – Lethal and less-lethal actions by MPD officers including:
  - a. All firearm discharges by an MPD officer with the exception of range and training incidents and discharges at animals;
  - b. All uses of force by an MPD officer resulting in a broken bone or an injury requiring hospitalization;
  - c. All head strikes with an impact weapon;
  - d. All uses of force by an MPD officer resulting in a loss of consciousness, or that create a substantial risk of death, serious disfigurement, disability or impairment of the functioning of any body part or organ;
  - e. All other uses of force by an MPD officer resulting in a death; and
  - f. All incidents where a person receives a bite from an MPD canine.
11. Service Ammunition – Any ammunition issued or authorized by the Department.
12. Service Weapon – Any instrument issued or authorized by the Department, used offensively or defensively to control or overcome a

police subject, carried or kept readily available by MPD members, including:

- a. Firearm (e.g., pistol, handgun, shotgun, rifle);
  - b. Aerosol chemical dispenser (e.g., OC spray);
  - c. Baton or ASP;
  - d. Tear gas; or
  - e. Any other specialty weapon issued to the Emergency Response Team.
13. Shotgun – Any Department-issued shotgun; may be described as a “regular” shotgun or a “folding-stock” shotgun, each requiring distinctive training and certification.
14. Use of Force – Any physical contact used to effect, influence or persuade an individual to comply with an order from an officer. The term shall not include un-resisted handcuffing or hand control procedures that do not result in injury or complaint of pain.

#### IV. RULES

- A. No member shall draw and point a firearm at or in the direction of a person unless there is a reasonable perception of a substantial risk that the situation may escalate to the point where lethal force would be permitted. When it is determined that the use of lethal force is not necessary, as soon as practicable, the firearm shall be secured or holstered.
- B. Members shall not:
1. Possess any unauthorized firearm for on-duty or off-duty use in the District of Columbia. All firearms must have proper authorization and permits;
  2. Individually obtain service ammunition from any source except through the Firearms Training and Tactics Unit, Metropolitan Police Academy (MPA);
  3. Carry more than the requisite amount of service ammunition as applicable to the authorized firearm they are using;
  4. Leave any issued or authorized firearm unattended in any automobile or other location that is readily accessible to other individuals;
  5. Store firearms at home where they may be visible and/or accessible to children and other persons; or

6. Play or toy with firearms.

## V. REGULATIONS

### A. Use and Discharge of Firearms

1. Except for qualification, target practice or competition on an approved range, members shall not use any Department-issued firearm, authorized off-duty pistol or service weapon, on duty or off duty, unless in conformity with the Department's Use of Force policy as prescribed by GO-RAR-901.07 (Use of Force). In cases of fresh pursuit, members shall use firearms in conformity with GO-OPS-301.03 (Operation of Emergency Vehicles, Fresh Pursuit, and Vehicular Pursuit).
2. While in an off-duty status, members traveling to and from the District of Columbia and carrying their Department-issued or authorized off-duty pistol, shall ensure that they are in compliance with all applicable rules, regulations and laws of the jurisdiction in which they are traveling.
3. Whenever a member's authorized firearm is discharged, the member shall:
  - a. Preserve the firearm in the exact condition it was in immediately following the discharge;
  - b. Not open the action and/or chamber a round, remove or load another magazine in the well of the service weapon;
  - c. Not operate the actions on rifles or shotguns (although the safety may be set if it is necessary to handle the weapon); and
  - d. Surrender the firearm in its holster as directed by a member of the Force Investigation Team (FIT) or an official (of a higher rank) on the scene.

### B. Handling of Firearms

1. Members shall not:
  - a. Handle firearms in an unsafe manner by playing or toying with their weapon;
  - b. Display their firearms unnecessarily (e.g., removing the pistol from the holster to show a friend);
  - c. Use or carry ammunition in any assigned Department-issued service firearm, or authorized off-duty firearm, that is not issued

by the Department, except that members may purchase and use ammunition for training purposes at an approved range;

d. Carry any more ammunition than the capacity of their Department-issued service pistol plus two extra magazines.

e. Disassemble the Glock 9mm semi-automatic pistol or perform any maintenance on the weapon, except fieldstripping for cleaning;

NOTE: Only certified Armorerers assigned to the MPD Range are authorized to perform any other maintenance on the weapons.

f. Alter a service firearm in any manner (e.g., mark, engrave, color, change grips);

g. Use or carry any unauthorized equipment on their service weapon, including but not limited to the following:

(1) Grip adapters not issued or authorized by the Department;

(2) Extended magazine floor plates; and

(3) Lasers or flashlights.

2. Questions regarding authorized equipment shall be directed to the MPD Armorer.

3. If it is determined learned that a member is carrying or using unauthorized equipment on his/her service weapon in violation of this order, an official shall direct the member to report to the MPD Armorer's Office for the immediate removal of the unauthorized equipment and may subject the member to disciplinary action.

#### C. Authorized Off-Duty Service Firearms

1. The Glock Models 26, 19, and 17, 9mm semi-automatic pistol (compact version) are the only firearms sworn members are authorized to carry as their off-duty service weapon except:

a. Members who have previously purchased a .38 caliber revolver, which has been approved by the MPD Range Officer as an authorized off-duty service weapon, may carry the same as long as they continue to qualify with the weapon. If an authorized off-duty .38 caliber revolver needs replacement for any reason, the replacement off-duty service firearm shall be the compact version of the member's Department-issued Glock service pistol.

b. Members of the Emergency Response Team and the Executive Protection Unit who have been issued the Sig Sauer P226 semi-

automatic pistol may be authorized to use either a previously purchased .38 caliber revolver or a compact version of the Sig Sauer as an off-duty pistol under the following guidelines:

- (1) A member who has been issued the Sig Sauer may be permitted to use a compact version of his/her issued Sig Sauer for off-duty assignment or until he/she is issued a Glock;
  - (2) The member shall sign a PD Form 177-B (Request to Obtain Off-Duty Pistol) acknowledging that he/she is authorized to carry an off-duty Sig Sauer for the length of time that the member remains in his/her current assignment or until he/she is issued a Glock.
  - (3) After initial certification, the member is required to be re-certified bi-annually in the use of the off-duty Sig Sauer.
2. Members who wish to obtain an off-duty pistol are required to complete a PD Form 219 (Application for Firearms Registration Certificate), and adhere to the application procedures found in GO RAR-901.02 (Wearing of Personal, Non-Issued Revolvers and Holsters) that pertain to obtaining approval for an off-duty pistol and holster and compliance with the requirements of the jurisdiction of residence.
  3. The MPD Range Officer shall ensure that training records for members who have been authorized to carry a compact version of their issued Sig Sauer pistol also contain the members' written acknowledgment of the conditional authorization to carry an off-duty Sig Sauer as prescribed in this order.

#### D. Qualification

1. All members, including members on limited duty or sick leave who retain their service pistols, shall qualify with their service pistol and authorized off-duty firearm every six (6) months.
  - a. Members shall be required to qualify *at least once* during the period between January 1st through June 30th and *at least once* during the period July 1st through December 31st. The proficiency test itself does not count as a semi-annual qualification.
  - b. Members who have their firearm returned to them after being cleared to return to full duty status, shall report to the MPD Range for qualification within twenty-four (24) hours, or the next business day.

2. Commanding officers shall ensure that all members of their command who are authorized to carry a Department service pistol are in compliance with the bi-annual qualification requirements.
3. Any member failing to report for qualification as designated above shall, upon due notice from the MPD Range Officer, have his/her police powers revoked until properly qualified, and shall be subject to adverse action.
4. Penalties for failure to report for training shall be administered as follows:
  - a. A member's first instance of an unjustified lateness or no-show for weapons training within a twelve (12) month period shall result in a recommendation to his/her commanding officer for corrective action by the issuance of a PD Form 750 (Dereliction Report).
  - b. An officer's second instance of an unjustified lateness or no-show for weapons training within a twelve (12) month period shall result in a recommendation to the commanding officer for corrective action by the issuance of a Letter of Prejudice or an Official Reprimand.
  - c. Each subsequent instance of unjustified lateness or no-show for weapons training within a twelve (12) month period shall result in a recommendation to the Department Disciplinary Review Officer that the member be cited for adverse action.
  - d. In determining the appropriate penalty for a member's violation, the investigating official shall consider the totality of the circumstances surrounding the violation, including but not limited to, the following:
    - (1) The reason for the tardiness or failure to appear, and
    - (2) The number of previous instances of tardiness and failure to appear.
5. Should an MPD member fail to qualify with his/her issued service pistol, a PD Form 77 (Notice of Revocation of Police Powers) shall be served on the member immediately by the MPD Range Officer. (CALEA 1.3.11-c)
6. The member's service weapon shall be surrendered immediately to the MPD Range Officer.
7. In the event that the member has driven a marked vehicle to the MPD Range, the MPD Range Officer shall contact the member's unit and arrangements shall be made to have the member and the vehicle transported back to his/her unit.



8. The member shall respond to the MPD Range on his/her next tour of duty, to qualify or receive remedial training, as may be directed by the MPD Range Officer.
9. Once the member has successfully completed retraining and has qualified, the MPD Range Officer shall restore his/her police powers and the member's service weapon shall be returned.
10. Members authorized to carry an off-duty pistol who fail to qualify with their issued service pistol or their off-duty pistol shall have their authority to wear an off-duty weapon canceled immediately by the MPD Range Officer who shall serve the member with a PD Form 228 (Cancellation of Authority to Wear Off-Duty Non-Issued Pistol). (CALEA 26.1.1)
11. As directed by the MPD Range Officer, the member shall be scheduled for remedial training or re-testing.
12. Once a member has qualified with his or her off-duty weapon, the member shall be re-issued a PD Form 227 (Certification to Wear Off-Duty Non-Issued Pistol).
13. After a maximum of forty (40) hours of training, should a member fail to successfully complete retraining, the Manager, Specialized Training, MPA, shall direct the member to the Medical Services Division (MSD) for an evaluation to determine if a medical problem is prohibiting the member's successful completion of re-training.
  - (a) Should the MSD evaluation show no such problem, the member will be afforded an additional forty (40) hours of re-training.
  - (b) A member's failure to successfully complete the forty (40) hour post-MSD re-training process shall result in the member being recommended for termination. (CALEA 52.1.8)
14. A member returning to full duty status from an extended absence shall re-qualify under the following guidelines (CALEA 1.3.11-c):
  - a. Members who are absent from full duty status for more than thirty (30) days shall submit their service pistols to the MPD Armorer at the Firearms Training and Tactics Unit, MPA, for safekeeping, except under the following circumstances:
    - (1) When the MSD places a person on limited duty and determines that there is no medical reason to take the pistol, the member has the option to decide whether or not to keep the service pistol.

- (2) If the member chooses to keep the pistol, he/she shall make an appointment with the MPD Range within seventy-two (72) hours to take a proficiency test consisting of a fifty-two (52) round course of fire. A minimum score of forty-three (43) is required to demonstrate proficiency.
  - (3) If the member passes the proficiency test, he/she may keep the pistol during the period of limited duty imposed by the MSD, provided the member is able to meet the provisions stated in Section V. D. 1.a-b of this order.
  - (4) If the member chooses not to keep the pistol during the limited duty period or if the member fails to pass the proficiency test, the member shall turn the weapon in to the MPD Armorer at the MPA.
  - (5) The MPA shall document the above actions and provide written notification to the member and the member's command.
- b. Members returning to full duty status following an absence greater than thirty (30) days but less than one-hundred eighty (180) days, shall be required to re-qualify on the range with their service weapon and any off-duty weapon.
- c. Members returning to full duty status following an absence of one-hundred eighty (180) consecutive days or more shall complete a cognitive pretest in the firearms area and shall re-qualify on the MPD Range. Immediately upon returning to duty, the member shall:
- (1) Contact his or her administrative section to schedule a date to attend the MPD Indoor Range.
  - (2) Report to the MPD Range to receive his/her cognitive pre-testing prior to firing. Upon completion of the pre-testing, the member will receive training, if necessary, in any area(s) failed. Re-training time will vary according to the number of areas failed.
- d. Upon successfully completing the cognitive portion, the member returning to full duty status will be required to qualify with his/her issued service weapon and, if applicable, authorized off-duty weapon.
- e. Should a member returning to full duty status fail to qualify with his/her issued service weapon or authorized off-duty weapon,

he /she shall receive a minimum of eight (8) hours of marksmanship re-training.

- f. Should a member returning to full duty status fail to satisfactorily complete either the cognitive or performance pre-testing the first day he/she reports to the MPD Range, a PD Form 77 shall be served by the MPD Range Officer, revoking the member's police powers, until both re-training programs have been successfully completed.
- g. Should a member fail to satisfactorily complete either the cognitive or performance areas of remedial re-training within forty (40) hours of training, the Manager, Specialized Training, shall direct the member to the MSD for evaluation to determine if a medical problem is prohibiting successful completion of re-training.
- h. Should the MSD evaluation show no medical problem, the member shall be afforded forty (40) hours of re-training in the necessary areas. Failure to successfully complete the forty (40) hour post-MSD re-training process shall result in the member being recommended for termination. (CALEA 52.1.8)

#### E. Lost or Damaged Property

Supervisors shall be responsible for conducting investigations of stolen, lost, or damaged firearms (including shotguns) and ensuring that a PD Form 43 (Report of Damage to or Loss of DC Government Property) is prepared in the case of stolen, lost, or damaged firearms/ammunition.

## VI. PROCEDURAL GUIDELINES

### A. Response to Incidents Involving a Serious Use of Force or a Use of Force Indicating Potential Criminal Conduct

- 1. The Force Investigation Team shall be responsible for investigating all incidents involving Serious Use of Force or the Use of Force Indicating Potential Criminal Conduct pursuant to GO RAR-901.08 (Use of Force Investigations).
- 2. The Criminal Investigations Division shall be responsible for investigating the offense leading up to the use of force, where applicable.

### B. Response to Firearm Discharges Not Involving a Serious Use of Force

- 1. The member's chain of command (officials of higher rank than the involved member) shall be responsible for the investigation of all use of force incidents not involving a Serious Use of Force or a Use of Force

Indicating Potential Criminal Conduct pursuant to GO RAR- 901.08 (Use of Force Investigations).

2. The Criminal Investigations Division shall be responsible for investigating the underlying offense leading up to the use of force, where applicable.

C. Weapon Malfunctions

It is imperative that members of the Department utilize safe and properly functioning service weapons.

1. When a service weapon malfunctions during a member's intent to fire, the weapon shall be taken out of service and the MPD Armorer or an MPD Firearms Examiner shall evaluate the functioning of the weapon as soon as possible.
2. The MPD Armorer shall subject the firearms of members who are involved in an unintentional discharge to inspection.
3. If a member's weapon malfunctions during a use of force encounter or during regular firearms qualification, the weapon shall be presented to the MPD Armorer before being placed back in service. The weapon will be evaluated by the MPD Armorer to determine if it was a weapon malfunction or a shooter-induced error.
4. Following the evaluation, the MPD Armorer or Firearms Examiner shall document in writing whether the weapon had an inherent mechanical malfunction, or if the malfunction was member-induced or due to poor maintenance.

D. Obtaining Replacement Service Weapons (CALEA 17.5.2)

1. In all circumstances where a member's service weapon is taken, the member shall be given a receipt [e.g., PD Form 84 (Clothing and Equipment Property Receipt)].
2. Members may require a temporary replacement service weapon in particular circumstances (e.g., weapon malfunction, officer-involved shooting).
3. Upon authorization from their supervisor, members shall respond to the Command Information Center (CIC) to obtain a temporary replacement service weapon.
4. A supervisor from the CIC shall receive authorization prior to issuing a temporary replacement service weapon as follows:

- a. In those incidents under investigation by the FIT, authorization shall be obtained by a supervisor from the FIT.
  - b. In all other incidents, authorization shall be obtained from the involved member's commanding officer, or his/her designee.
5. The member's supervisor shall contact the MPD Armorer's office to arrange for a permanent replacement service weapon.
  6. The MPD Armorer shall issue a permanent replacement service weapon only upon appropriate authorization from the appropriate Bureau Chief/Director.
  7. Upon proper authorization, the MPD Armorer will:
    - a. Issue the member a new weapon;
    - b. Conduct a function fire;
    - c. Issue the member a property receipt for any temporary service weapon being turned into the MPD Armorer's Office; and
    - d. Return any temporary service weapons to the Forensic Science Services Division.
- E. Handling and Using Shotguns

1. When a Shotgun May Be Used

Members shall use a shotgun only in extraordinary circumstances, such as tactical situations or high-risk arrest situations when it is anticipated that members may confront an armed suspect or group of suspects. The decision to remove a shotgun from a vehicle should be based primarily upon the danger posed by the confronted person(s). Such situations may include, but are not limited to, the following situations:

- a. Major criminal incidents (including barricade/hostage situations);
  - b. Service of warrants;
  - c. Any situation where a member reasonably believes that deadly weapons are likely to be encountered; and
  - d. Any situation where the official in charge of the operation deems the shotgun to be necessary, so long as the decision is based on the guidelines set forth in this order.
2. Shotgun Certification

There are two separate certification training programs: certification in the use of a regular shotgun and certification in the use of a folding-stock shotgun. Only members who are trained and certified shall use the shotgun for which they are certified, although it is recognized that under exigent circumstances it may become necessary for a non-certified member to take control of a shotgun for safekeeping and/or to protect lives.

- a. Members who use shotguns shall be certified annually.
- b. At the option of element commanders/directors, members of their command may be designated for certification with either the regular or the folding-stock shotgun as determined by the duties and responsibilities of the positions held.

### 3. Handling and Care of Shotguns

- a. All properly certified members, upon being assigned a shotgun, shall be responsible for the proper and safe inspection of the functionality of the weapon prior to assuming responsibility for the weapon.
- b. Members, upon being relieved from duty or termination of the assignment requiring the weapon, shall turn in the shotgun to an official for inspection.
- c. Any defect or deficiency found as a result of the inspection shall be brought to the immediate attention of the official responsible for the shotguns or, in his/her absence, an official on duty.
- d. When carrying regular or folding-stock shotguns in a vehicle not equipped with a mount, members shall take the following precautionary measures:
  - (1) The weapon shall be loaded with only four shells in the magazine tube;
  - (2) The chamber shall be empty;
  - (3) The safety shall be in the "safe" position;
  - (4) The action shall be closed; and
  - (5) The weapon shall be in its case and placed in the trunk of the vehicle until needed.

- e. Members shall observe all proper safety procedures when loading and unloading a shotgun.
- f. Shotguns shall be cleaned only by members who are currently certified to use the particular kind of shotgun, using official department cleaning kits maintained at each unit with shotguns.
- g. The MPD Armorer shall be responsible for repairing all issued shotguns and returning repaired shotguns to the assigned unit.

#### 4. Storage of Shotguns

Shotguns shall always be stored in the designated storage area of the assigned organizational element.

- a. The storage area must be capable of being secured and shall be locked at all times unless entered by an official.
- b. The accessibility of keys or combinations to locks to storage areas shall be determined by the respective commanding officers/directors. They shall not be made available to members below the rank of Sergeant.
- c. Shotguns shall always be stored unloaded with the action open.

#### 5. Supervisory and Command Responsibilities

- a. Commanding officers/directors shall control and ensure maximum accountability for the shotguns, ammunition and accessories assigned to their command, including the following:
  - (1) Designate an official of his/her command to be the official responsible for the shotguns;
  - (2) Designate members who may become shotgun certified under the guidelines for optional certification;
  - (3) Designate and maintain a safe and secure shotgun storage area at the unit facility;
  - (4) Forward all requests for shotguns and accessories to the Commander/Director, MPA; and
  - (5) Ensure that certification for members is updated and that current certification information is readily available to officials at all times.

- b. The unit official who has been designated to have responsibility over the shotguns shall:
  - (1) Ensure that a Shotgun Logbook is maintained;
  - (2) Ensure that the shotguns are cleaned as needed;
  - (3) Inspect all the shotguns periodically for defects and/or damage;
  - (4) Ensure that weapons in need of repair are transported in a safe manner to the MPD Armorer; and
  - (5) Ensure that shotgun cleaning kits are obtained from the Firearms Training and Tactics Unit, MPA.
  
- c. Supervisors shall be primarily responsible for:
  - (1) Inspecting each shotgun before it is issued and after it is turned in.
  - (2) Issuing, storing and logging of shotguns, shotgun ammunition, and accessories.
  - (3) Completing certification of the Shotgun Log.
  - (4) Upon discovering a defect/deficiency in a shotgun, the supervisor shall determine if the weapon is safe to be assigned or if another weapon should be assigned.
  
- d. The Commander/Director, MPA, shall be responsible for:
  - (1) Training and certification of all members in the proper handling and use of shotguns;
  - (2) Maintaining current training and certification records of all members certified in the use of shotguns;
  - (3) Forwarding shotgun training and certification information to the concerned member's commanding officer on a timely basis;
  - (4) Maintaining a complete inventory of all shotguns and accessories purchased by the department;
  - (5) Based on proper authorization, issuing shotguns and accessories to the requesting unit;



- (6) Ensuring that the MPD Armorer inspects all Department shotguns on an annual basis; and
- (7) Ensuring that old shotgun ammunition is replaced on a one-for-one basis during the annual replacement period for the patrol districts and other elements.

F. Handling and Using Patrol Rifles Assigned to Police Districts

1. Patrol Rifle Qualifications

- a. Each Commanding Officer may designate one or more members of his/her command for patrol rifle qualification consistent with the duties and responsibilities of the member.
- b. Each member selected for patrol rifle qualification shall be in a full-duty status.
- c. In order to carry and use a patrol rifle, a member shall:
  - (1) Successfully complete a minimum of forty (40) hours of patrol rifle qualification training;
  - (2) Successfully complete, at least annually, a minimum of eight (8) hours of patrol rifle re-qualification training; and

NOTE: Under exigent circumstances it may become necessary for a non-qualified member to take control of a patrol rifle for safekeeping and/or to protect lives.

2. Patrol Rifle Issuance

- a. Each patrol rifle shall be issued to a member only by the Commanding Officer or designee and only to a full-duty member who has met all qualification and re-qualification requirements.
- b. The Commanding Officer shall designate one or more element members, the rank of Sergeant or above, who are patrol rifle-qualified, to serve as a Patrol Rifle Liaison Official, who shall be responsible for all assigned patrol rifles, ammunition, and accessories on his/her assigned tour of duty.
- c. When issuing a qualified member a patrol rifle, the Patrol Rifle Liaison Official shall:
  - (1) Verify that the member has met all applicable patrol rifle qualification and re-qualification requirements;

- (2) Record the following information in the Patrol Rifle Logbook:
  - (a) Rifle Department identification number;
  - (b) Rifle serial number;
  - (c) Name and rank of member to whom the rifle is issued;
  - (d) Badge number of the member to whom the rifle is issued;
  - (e) Date of most recent qualification or re-qualification of the member;
  - (f) Number of magazines issued;
  - (g) Number of magazines returned;
  - (h) Number of rounds issued;
  - (i) Number of rounds returned;
  - (j) Name of official issuing the weapon;
  - (k) Name of official receiving the weapon; and
  - (l) Any damage; and
- (3) Ensure that the roll call sheet indicates that the member has been issued a patrol rifle and fax the roll call sheet promptly to the CIC.

### 3. Patrol Rifle Use

Members shall use a patrol rifle only in extraordinary circumstances, such as tactical situations or high-risk arrest situations when it is anticipated that members may confront an armed suspect or group of suspects. The decision to remove a patrol rifle from a vehicle shall be based primarily upon the danger posed by the confronted person(s). Such situations may include, but are not limited to, the following situations:

- a. Major criminal incidents (including barricade/hostage situations);
- b. Active shooter scenarios;

- c. Any situation in which the official in charge of the operation deems the patrol rifle to be necessary, consistent with the guidelines set forth in this order.

#### 4. Patrol Rifle Transport

- a. When transporting a patrol rifle in an MPD vehicle:
  - (1) The vehicle must contain an approved vehicle locking device that is designed for and capable of securing the rifle in and to the vehicle. The locking device must:
    - (a) Prevent the theft of the rifle;
    - (b) Prevent unauthorized use of the rifle; and
    - (c) Be authorized by the Director, Metropolitan Police Academy or designee.
  - (2) The member, prior to placing the weapon in the locking device, shall conduct a safety check to ensure the rifle is in the following condition:
    - (a) The chamber is empty;
    - (b) The bolt is forward;
    - (c) The selector lever is set on “safe”; and
    - (d) A fully loaded magazine is inserted into the well of the weapon.
- b. A member who must exit a vehicle that contains a patrol rifle shall:
  - (1) Ensure the weapon is secured in the locking device in the condition required in Section F.4.a above and the vehicle is secured (i.e., locked doors and closed windows); or
  - (2) Keep the rifle with him/her on his/her person.

#### 5. Patrol Rifle Handling

- a. Each member, upon being issued a patrol rifle, shall:
  - (1) Be responsible for the proper and safe inspection of the firearm prior to assuming responsibility for the rifle;

- (2) Not alter, modify, or add any after-market equipment to the rifle;
    - (3) Observe all required safety procedures when cleaning, carrying, loading, unloading, and transporting the rifle; and
    - (4) Use the rifle, in all circumstances, in accordance with this order, GO RAR-901.07 (Use of Force), and GO RAR-901.08 (Use of Force Investigations).
  - b. Only the MPD Armorer shall repair, alter, adjust (excluding sight adjustment), and add a non-issued accessory to a patrol rifle.
  - c. When deploying the patrol rifle, the member shall:
    - (1) When no immediate threat is present, carry the rifle in “condition two” as follows:
      - (a) Chamber empty;
      - (b) Bolt forward;
      - (c) Selector lever on “safe”; and
      - (d) Fully charged magazine in the well of the rifle; and
    - (2) When an immediate threat is present, or conditions escalate to the point where an immediate threat may be present, charge the rifle.
  - d. Each member issued a patrol rifle, upon being relieved from duty or completing the authorized carrying time period, shall return the rifle to the element for storage.
6. Patrol Rifle Storage
  - a. Patrol rifles shall be secured at the assigned element only in the storage area designated and approved by the Commanding Officer.
  - b. The Commanding Officer shall determine the member(s), the rank of Sergeant and above, who shall possess the key(s) or combination required to enter the designated storage area.
  - c. The storage area shall be locked at all times, unless entered by a member the rank of Sergeant or above.

- d. When a member returns the patrol rifle to the element for storage, the member shall ensure that the rifle is:
  - (1) Unloaded;
  - (2) In a safe condition; and
  - (3) The chamber is empty.
- e. If a patrol rifle has been deployed during inclement conditions (for example, muddy, rainy, and/or snowy conditions), the member shall clean the rifle prior to turning it in.
- f. The Patrol Rifle Liaison Official who receives the patrol rifle from the member shall:
  - (1) Ensure the rifle is stored in “rack-safe” condition as follows:
    - (a) There is no magazine in the well of the weapon;
    - (b) The chamber is empty;
    - (c) The hammer is in the forward position;
    - (d) The selector lever is set to the “fire” position; and  

NOTE: This position is necessary because when the hammer is forward, the trigger has been pulled to take the pressure off the springs. The selector lever will not move from the "fire" position to the "safe" position.
    - (e) The dust cover is in the closed position.
  - (2) Ensure that the patrol rifle ammunition is processed and stored as follows:
    - (a) The ammunition shall remain in the original box until issued;
    - (b) Any issued ammunition that has been removed from the original box shall be stored in the patrol rifle magazine;
    - (c) Under no circumstances shall loose ammunition be stored other than in the appropriate magazine(s);

- (d) Any magazine that is stored while charged shall be unloaded every quarter and the ammunition loaded into an alternate magazine;
- (e) When rotating ammunition, each round shall be inspected to note any damage or defect; and
- (f) Defective round(s) shall not be reloaded into a magazine, but shall be properly and safely transported to the Firearms Training and Tactics Unit, MPA, for disposal.

6. Supervisory and Command Responsibilities

a. The Patrol Rifle Liaison Official shall:

- (1) Ensure that the Patrol Rifle Logbook is properly maintained;
- (2) Ensure that each member issued a patrol rifle has met all applicable qualification and re-qualification requirements;
- (3) Conduct a weekly inventory of all element patrol rifles, ammunition, and accessories;
- (4) Conduct a weekly inspection of all element patrol rifles for defects and/or damage;
- (5) Ensure that any patrol rifle that requires repair is transported in a safe manner to the MPD Armorer;
- (6) Ensure that all element patrol rifles are inspected at least annually by the MPD Armorer;
- (7) Upon suspecting damage to, or a deficiency in, a patrol rifle, remove the rifle from inventory and ensure the proper and safe transport to the MPD Armorer; and
- (8) When damage to, or a deficiency in, a patrol rifle can be attributed to a member, conduct a proper investigation to determine accountability, ensuring that all required forms are properly completed, including the:
  - (a) Incident Summary Sheet (UN 938); and
  - (b) Report of Damage to or Loss of District Government Property (PD Form 43).

- b. The Commanding Officer shall:
- (1) Ensure the proper control and accountability procedures for all issued patrol rifles, ammunition, and accessories are implemented, followed, and documented;
  - (2) Select the member(s) who may become patrol rifle qualified;
  - (3) Designate one or more element members, the rank of Sergeant or above, who are patrol rifle-qualified, to be a Patrol Rifle Liaison Official;
  - (4) Designate and ensure the proper maintenance of a safe and secure element patrol rifle storage area;
  - (5) Forward all requests for patrol rifles, ammunition, and accessories to the Commander/Director, MPA; and
  - (6) Ensure that each patrol rifle-qualified member re-qualifies annually and that the qualification information is on file and accessible to members the rank of Sergeant and above at all times.
- c. The Director, MPA, shall:
- (1) Ensure the proper qualification and re-qualification of members selected to be authorized to carry and use patrol rifles;
  - (2) Ensure that up-to-date accurate patrol rifle qualification and re-qualification records are maintained;
  - (3) Ensure the proper maintenance of a complete inventory of all patrol rifle, ammunition, and accessories purchased by the MPD;
  - (4) Issue patrol rifles, ammunition, and accessories to the requesting element with the approval of the Chief of Police or his/her designee;
  - (5) Ensure that the MPD Armorer inspects each MPD patrol rifle at least annually;
  - (6) Determine the rotation schedule for the patrol rifle ammunition; and

(7) Ensure that patrol rifle ammunition to be rotated out is replaced on a one-for-one basis according to the annual rotation schedule.

d. The Chief of Police or designee shall determine the number of patrol rifles to be assigned to an element.

G. Undercover Weapons

1. Members in undercover assignments shall comply with all applicable provisions of this order and the Use of Force policy of the MPD.
2. Members in undercover assignments shall be guided by Standard Operating Procedures promulgated by the Investigative Services Bureau for requests and approval for undercover equipment, control records, and issuance by the MPD Range Officer.

H. Procedures for Bringing Service Weapons Aboard Aircraft

1. Federal regulations limit the instances where members may carry a service weapon on their person aboard commercial aircraft. Only when there is an official need to have the firearms accessible during the flight, in order to perform official duties (i.e., transporting a prisoner), shall members carry a service weapon on their person aboard a commercial aircraft. Otherwise, the service weapon shall be secured and transported in the member's baggage.
2. Members shall comply with Federal Aviation Administration (FAA), airport authority, and MPD procedures as to advance notification and verification pursuant to GO RAR-901.10 (Carrying Weapons and Transporting Prisoners Aboard Aircraft).
3. Members transporting a prisoner aboard a commercial aircraft shall also adhere to the provisions for FAA-required training and for coordination with the Fugitive Unit as outlined in GO RAR-901.10 as may be applicable.

I. Procedures Where Dangerous Animals Are Involved

1. When encountering dangerous animals, a member may discharge a weapon to destroy an animal only when that animal poses a threat to the member or others. Shooting of animals is not considered a Serious Use of Force and shall be investigated by the member's Element Commander or Director as prescribed in GO RAR-901.08.
2. The MPD Game Warden and/or the District of Columbia Animal Control Agency are the only agents who may authorize the destruction of an animal that is so badly injured that humaneness requires it to be relieved from further suffering.



J. Target Practice

Officers may use their service pistol for target practice or competition on an approved range provided that the range is licensed by the jurisdiction where it is located.

K. Firearms Training

The Commander/Director, MPA, shall ensure that:

1. Each member is issued copies of, and is instructed on, the Department's Use of Force policy prior to being authorized to carry Department-issued firearms;
2. Members shall receive in-service training on the Department's Use of Force policy at least bi-annually; (CALEA 1.3.11 and 1.3.12)
3. Members receive documented proficiency training only from weapons instructors that are certified by the MPD; (CALEA 1.2.11-a&b)
4. Members demonstrate proficiency with all weapons authorized for use; and
5. Members undergo remedial training when there is a failure to qualify. (CALEA 1.3.11-c)

## VII. CROSS REFERENCES

A. Directives

1. GO OPS-301.03 (Operation of Emergency Vehicles, Fresh Pursuit and Vehicular Pursuit)
2. GO RAR -901.02 (Wearing of Personal, Non-Issued Revolvers and Holsters)
3. GO RAR-901.04 (Oleoresin Capsicum Spray Dispensers)
4. GO RAR-901.07 (Use of Force)
5. GO RAR-901.08 (Use of Force Investigations)
6. GO RAR-901.09 (Use of Force Review Board)
7. GO RAR-901.10 (Carrying Weapons and Transporting Prisoners Aboard Aircraft)

B. Forms

1. PD Form 43 (Report of Damage or Loss of DC Government Property)
2. PD Form 77 (Notice of Revocation of Police Powers)
3. PD Form 84 (Clothing and Equipment Property Receipt)
4. PD Form 177-B (Request to Obtain Off-Duty Pistol)
5. PD Form 219 (Application for Firearms Registration Certificate)
6. PD Form 228 (Cancellation of Authority to Wear Off-Duty Non-Issued Pistol).
7. PD Form 750 (Dereliction Report)
8. PD Form 901 (Use of Force Incident Report).



Cathy L. Lanier  
Chief of Police

CLL:JAE:JGW:pc