5-09/400.00 - Used Firearms Purchased for Departmental Use - Approval Procedure

Deputy personnel purchasing used firearms for use in any official Department capacity shall submit them to the Advanced Training Bureau, Weapons Training Section, for inspection and approval prior to using such firearms on or off-duty.

Before inspecting a used firearm, the Weapons Training Section shall check the firearm through the state's Automated Firearms System (AFS) for wants or records. If there are no wants or records, the firearm shall be inspected for safety and proper functioning by Weapons Training; they shall assure that all safety devices are intact and operable. When the firearm has been inspected and approved for Department use, Weapons Training shall submit a used firearm report to Personnel Administration and the concerned deputy shall submit an Employee's Personal Information (SH-AD-91) to Personnel Administration in accordance with section 3-02/020.05. Personnel Administration shall attach and maintain these forms.

If there are wants or records on the firearm, Weapons Training shall obtain a copy of the wants or records (AFS printout), attach it to the used firearm report, notify East Los Angeles Station, and request a deputy respond to take a first report. The responding deputy shall submit the first report, used firearm report, copy of wants or records, the firearm for follow-up investigation, and final disposition in accordance with existing Department procedures.

If the firearm is cleared of all wants or records and legal ownership of the weapon by the concerned deputy is established, the station detective commander should make a notation of this fact on the used firearm report, notify the concerned deputy, and have him respond to the station/unit to sign a receipt and take possession of the firearm along with the used firearm report. The concerned deputy may then resubmit the firearm with the used firearm report to the Weapons Training Section for completion of the inspection and approval process as outlined above.