

## **3-06/110.00 Security of Weapons**

All weapons shall be securely stored outside the inmate housing areas of all Custody Division facilities. Gun lockers and unit arsenals shall be located in a designated area inaccessible to unauthorized personnel.

Inventories of all weapons assigned to unit armories shall be documented and maintained on a regular basis. Any discrepancies shall be reported to the watch commander immediately. A quarterly weapons inventory report listing all serialized items shall be submitted to the Advanced Training Bureau, Weapons Training Section, attention: Range Master, pursuant to the Department Manual of Policy and Procedures, section 3-06/080.10, "Quarterly Weapons Inventory."

Each unit commander shall establish a regular cleaning and maintenance schedule for all weapons stored in the unit armory. All cleaning, maintenance, and inspections shall be recorded.

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