7-08/080.00 Accountability of Special Weapons

Unit commanders shall ensure that facility unit orders establish procedures for the storage, issuance, reissuance, accountability, maintenance, and periodic inventory of all weapons (e.g., lethal, less lethal, electronic immobilization devices [TASERs], etc.) and safety equipment (e.g., helmets, vests, shields, etc.) stored at, or issued from, the facility. The unit orders shall include guidelines for:

- Use of inventory sheets for the armories and special weapons storage areas
- Complete list of all special weapons with corresponding serial numbers
- Complete list of all safety equipment with corresponding serial numbers
- Expiration dates of ordnance, when applicable
- An inventory every shift of any weapons, ordnance, and safety equipment available for immediate use
- Checklists for the inspection of functionality, for each type of weapon system stored at the facility
- Procedures for the removal of any unserviceable weapons and safety equipment
- Procedures for the disposal and replacement of any items that have expired
- Procedures for missing weapons, ordnance, and safety equipment
- Accountability procedures for tracking the issue and return of weapons, ordnance, and safety equipment used after emergency responses and training
- Unit level maintenance and cleaning
- Department level maintenance and cleaning
- Current rosters of persons qualified to use each weapon system

For accountability of personally-owned TASERs, refer to Manual of Policy and Procedures (MPP) section 5-06/040.95, "Electronic Immobilization Device (TASER) Procedures," and Custody Division Manual (CDM) 7-08/030.00, "Electronic Immobilization Device (TASER) Procedures."

Each facility or bureau shall designate a weapons and safety equipment coordinator to manage the provisions of this section.

Inventory, Control, and Accountability of Aerosol Chemical Agents

Facility and Bureau Responsibilities

Inventory and control of chemical agent canisters shall be the responsibility of each unit. Each unit shall permanently apply a tracking number to any canister that is not factory serialized, and track all canisters through the Mission Critical Management (MCM) system.

Each unit shall create and maintain an inventory control log of all chemical agent canisters issued by the Department.The following shall be documented for each employee in the training unit log:

- Employee's name and employee number
- The canister's serial number or unit-assigned tracking number
- The date of issuance
- The date of disposal

- The log shall be maintained either on paper or electronically and each employee's information shall be retained until the employee leaves the unit

Facility and bureau coordinators shall:

- Maintain a reasonable number of replacement canisters
- Establish a procedure for the replacement of unserviceable canisters
- Provide instructions for supervisors on how to exchange chemical agent containers during non-business hours
- The date of disposal
- Replace and dispose of all canisters that are used, expended, damaged, or expired
- Update the log with the date and time of use of any large capacity canister (i.e., Mark 9 and Mark 46)
- Report any discrepancies to their immediate supervisor

Each unit shall establish procedures for the temporary issuance and tracking of chemical agent canisters to personnel not assigned to custody (e.g., patrol, courts, etc.) who are working inside security.

Responsibility of Personnel

Personnel shall not bring either personally owned or unregistered canisters inside security.

Personnel shall only use chemical agents for the purpose they are intended. Personnel using chemical agents shall immediately report their use as required by CDM 7-06/000.00 "Use of Force Reporting Procedures."

Authorized Chemical Agents

All departmentally-issued OC spray canisters, once logged as required above, are authorized to be used within custody. All chemical agent canisters designed to contain less than 2oz. of agent are intended for a single use. All personnel should obtain a replacement following any use.

Chemical agent canisters designed to contain 4oz. of agent may be used multiple times, with all uses totaling no more than twelve (12) seconds of burst in aggregate. Personnel shall obtain a replacement if their assigned 4oz. canister is empty or it is not possible to determine if it contains enough agent for future use.

Supervisor Responsibility

When a supervisor (sergeant or above) is informed of the use of or damage to any chemical agent canister, the supervisor shall collect any used or damaged canisters and issue a replacement.

The supervisor shall notify the facility or bureau coordinator of the following:

- The date and approximate time of use
- The serial number or facility tracking number of the canister
- The name and employee number of the employee to whom the canister is assigned

Notification

Each facility shall post signs at facility entry points and provide notification alerting outside personnel not to bring unregistered chemical agent canisters inside security. This shall include instructions on how to obtain a temporary canister.