

## **LCS Unit Order 75**

### **LANCASTER STATION**

#### **UNIT ORDER # 75**

### **ARMORY AND WEAPONS CONTROL**

#### **PURPOSE:**

To establish guidelines for the security, safety, control and issuance of station shotguns, stunbag shotguns, and all less lethal weapons.

#### **ORDER:**

SHOTGUN, STUNBAG SHOTGUN, AND PATROL RIFLE SECURITY AND SAFETY SHALL BE PRACTICED AT ALL TIMES

1. Loaded shotguns, stunbag shotguns, and patrol rifles are not permitted inside the station, unless emergency circumstances arise. They shall be loaded and unloaded in the station's parking lot, with the barrels pointed upward. Shotguns and stunbag shotguns will remain in the armory or under the direct control of deputy personnel at all times.
2. Shotguns and patrol rifles shall be placed in appropriate shotgun racks/storage areas within the station and County vehicles.
3. Stunbag shotguns shall remain in their assigned cases unless they are being loaded, unloaded, or deployed.

4. Shotguns shall be locked within the vehicle whenever the vehicle is unattended.
5. Stunbag shotguns shall remain secured in the vehicle's trunk.
6. Shotguns shall not be placed in any shotgun rack with a live round in the chamber.
7. Patrol rifles shall not be placed in any rifle rack with a live round in the chamber.

#### ISSUANCE AND CONTROL

1. All shotguns and stunbag shotguns shall be returned to the armory, special team's gun safe, or personally turned over to an oncoming deputy, at the conclusion of a tour of duty.
2. Patrol rifles shall be stored in the lockers of the personnel assigned patrol rifles. Patrol rifles assigned to the armory shall be stored in the station armory when not in use.
3. Shotguns and stunbag shotguns shall NOT be left in patrol vehicles for the relieving shift or stored in personal lockers.
4. Patrol rifles shall NOT be left in patrol vehicles when not deployed for field use.
5. Deputies assigned a patrol rifle shall not keep it in their possession while off duty. It can only be possessed during deployment while on duty, or during training and maintenance. It shall never be stored in a personally owned vehicle.

#### INSPECTION, CARE AND CLEANING

1. The Armory Sergeant shall be responsible for detailing appropriate personnel to clean the station's shotguns and stunbag shotguns that are not in service.
2. Each deputy checking out a shotgun and/or stunbag shotgun is responsible for checking its serviceability.
3. Malfunctioning shotguns and stunbag shotguns shall be tagged and returned to the armory. The Weapons Disposition Log shall be completed in accordance with the aforementioned guidelines.
4. Resident deputies shall be responsible for cleaning their shotgun/stunbag shotgun and patrol rifle on a weekly basis and keeping a maintenance log.
5. Personnel assigned patrol rifles shall be responsible for cleaning their assigned rifle and maintaining a weekly maintenance log.
6. Maintenance and cleaning supplies shall be located in the station armory.

## WEAPONS DISPOSITION LOG

A Weapons Disposition Log will be maintained on a clipboard inside the armory. Personnel responsible for causing a significant change in the status of a station-assigned firearm or requesting action to be taken on said weapon, shall complete this log in its entirety. Examples of some types of significant change would be: weapon being transported to Sheriff's Pistol Range for repairs; loaning of the weapon to another unit; weapon being placed out of service with a notation indicating the specific malfunction (this will include the placement of a "B.O." tag being affixed to the weapon.)

Note: The Weapons Disposition Log will NOT be used to record the use of a shotgun during an assigned tour of duty.

Additionally, this log shall indicate when the weapons are cleaned.

## MAINTENANCE OF RECORDS

The Armory Sergeant shall maintain a maintenance record for each weapon. That record shall reflect all noted malfunctions, date repaired and dates weapon was cleaned.

Refer to Manual of Policy and Procedures Section:

3-06/080.10 - Quarterly Weapons Inventory

## AMMUNITION AND ORDINANCE

Flashbang and Stingball Grenades cannot be stored in the same room with ammunition, Teargas, Flammables, or other types of explosives.

## SHIFT WEAPON ACCOUNTABILITY

Watch Deputies shall inventory all weapons in the armory and deployed in the field each shift. Weapons deployed and left in the armory each shift will be tallied against the station weapon inventory sheet prepared monthly by the Armory Sergeant. This inventory will list all permanently assigned weapons (ex; sergeant's vehicles, detective bureau, assigned patrol rifles) along with armory weapons dedicated for patrol use.

Upon completion of the armory weapon inventory, the watch deputy shall advise the watch sergeant that the inventory has cleared or in the event any weapons are unaccounted for. The watch sergeant shall document each shift's inventory in the watch commander log indicating the armory inventory cleared. Immediate steps shall be taken to locate any unaccounted for weapons.

## LOGGING WEAPONS

## PATROL

All armory weapons deployed on patrol shall be listed in each patrol units "Special Equipment" section of the mobile digital logon screen.

## PATROL RIFLES

In accordance with LASD Communications & Fleet Management Bureau Newsletter – 01:

The following convention shall be used when listing a rifle: "R/ or \_R/" and "R/\*\*\*\*" or "\_R/\*\*\*\*".

The best practice would be to list the Rifle FIRST on the equipment line, or alternatively use a blank space prior to the "R/" to avoid conflict with other equipment. (See examples below)

DEPT #2 \_\_\_\_\_ U/I #2 \_\_\_\_\_  
OR NAME \_\_\_\_\_  
MILEAGE - BEG \_\_\_\_\_ END \_\_\_\_\_ VEHICLE \_\_\_\_\_  
SPECIAL EQUIPMENT R/1234,SG/1,TASER/2,R/, SB/3,R/9876  
MOBILE RADIO ID \_\_\_\_\_ PORTABLE RADIO ID'S \_\_\_\_\_  
PATROL AREA/TIME \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**First position-With or W/O #**

**A space precedes R/**

Supervisors should review the equipment line of the Unit Roster each shift to ensure compliance and accurate data collection.

The following weapons shall be listed in the "Special Equipment" section in the following manner:

1. Rifles: "R/1234"
2. Shotguns: "SG/1"

3. Tasers: "Taser/2"
4. Stun bag shotguns: "SB/3"

Logging weapons in the above manner will allow each shift's watch deputy to complete the weapons inventory by running a unit roster during the course of each shift.

## SPECIALIZED TEAMS

Supervising sergeants from the listed Lancaster Station specialized teams shall conduct weekly inventories of all weapons assigned to their teams. These teams shall include the following:

- Detective Bureau Burglary Suppression Team
  - Detective Bureau Robbery Suppression Team
  - School Safety Unit
  - LANCAP
  - Traffic
  - Detective Bureau
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