

## 8-002: Armory Procedures

### **PURPOSE**

The purpose of this order is to establish procedures for the issuance, return, and accountability of Compton Station's armory weapons.

### **ORDER**

The following order shall be followed to check out, check in, and inventory the weapons assigned to Compton Station's armory, in order to ensure their proper safeguarding, maintenance, and accountability on every shift.

- All Compton Station armory weapons checked out for use by a deputy shall be properly logged into each deputy's daily worksheet (i.e.. Special Equipment R/24, S/G-12, S/B-2, T/3) and vehicle inspection form.
- All Compton Station armory weapons shall be returned to the Compton Station armory at the completion of the deputy's shift. Under no circumstances shall weapons be kept/stored in locker, work space, vehicle, or any place other than the armory.
- Compton Station armory AR-15s being check out for use in Department approved training shall be indicated in the remarks section of the Compton Station Armory Inventory sheet.
- Weapons stored in Armory #2 are not for routine patrol. They are either out of service due to malfunction, stored as response team weaponry, or unissued weapons. Under no circumstances shall these weapons be placed into service without the approval from the watch commander or armory sergeant. Access to the Armory #2 key shall be strictly monitored.

### **Deputy Responsibility**

It is the responsibility of each deputy to ensure the proper safeguarding, accountability, and return of all Department weapons. Deputies shall properly account for the equipment issued on the vehicle inspection sheet and shall be properly logging in their daily worksheet. The deputy shall email the Compton Station Armory Sergeant indicating any weapon that is not functioning correctly or needs immediate care.

### **Watch Sergeant Responsibility**

The watch sergeant on every shift shall conduct a detailed inventory of the Compton Station armory, utilizing the Compton Station Armory Inventory Sheet, in order to accurately account for all Compton Station weapons. The watch sergeant shall physically verify the weapons remaining in the armory against those weapons indicated in the on-duty deputies' logs.

Each vehicle inspection form shall be reviewed to confirm the equipment portion reflects the same information as provided in the deputies' logs and the Compton Station Armory Inventory Sheet. Any discrepancies shall be handled immediately and corrected. In the event an armory item is still not located, an email detailing the discrepancy and what action(s) were taken shall be sent to the Compton Station Armory Sergeant and noted in the Watch Commander Log.

### **Armory Sergeant Responsibility**

The armory sergeant will conduct monthly inspections of the armory for organization, condition, and cleanliness. He/she will review all Compton Station Armory Inventory Sheets and bring discrepancies to the armory lieutenant. The armory sergeant will ensure the armory equipment is in compliance with proper storage procedures. He will also request additional equipment and replacement equipment as necessary.