

Unit Order 16 - Armory

PURPOSE:

Establish ongoing uniformity of procedures for armory safety, responsibilities, equipment control, storage, and inventory, as well as inspections and maintenance of equipment.

SCOPE:

The Station Order applies to all station personnel, sworn and civilian, who will have access to the station armory.

ORDER:

RESPONSIBILITIES

1. The Armory Lieutenant, assigned as a collateral duty, shall be responsible for the control, maintenance and ordering of all armory equipment. He shall be assisted by a designated Armory Sergeant. The Armory Lieutenant and Sergeant shall make frequent inspections of the armory to ensure that all equipment is clean, serviceable and readily available for emergency use.
2. The Armory Sergeant shall be responsible for the regular cleaning and maintenance of all weapons as required by Department policy. He shall be responsible for the repair or replacement of any equipment or supplies found to be in substandard condition.
3. The Armory Sergeant shall prepare a Quarterly inventory of armory equipment for submission to the Training Bureau Commander from the Station Commander.

EQUIPMENT CONTROL

1. Entry into the armory is limited to the position of sworn personnel only.
 1. The key for the armory door (Medco) is on the armory key block in the Watch Sergeant's office. The key (KAS) for all cabinets in the armory, including the ammunition cabinet, is located in the Watch Commander's safe.
 2. Personnel removing equipment from the armory will list their equipment on their vehicle inspection sheets. Personnel moving lasers will log those devices on the Armory Inventory Control Sheet located in the armory and will be responsible for the equipment until returned.

STORAGE/SAFETY

1. Ammunition, tear gas canisters, and platoon response bags shall be stored within clearly marked locked cabinets within the armory. These cabinets shall not be opened without prior approval of the Watch Commander. The Watch Sergeant or person of higher rank must be present when these cabinets are opened.
2. Tear gas canisters shall be stored separately from the ammunition to prevent corrosion.
3. Sting Balls shall not be stored in the same room as live ammunition. With the exception of the sting balls in the field supervisors vehicle, all sting balls shall be secured in the Watch Commanders closet.
4. Shotguns shall be carried or stored, unloaded, pointed to the ceiling and slide opened, while inside the station.
 1. Exceptions
 1. Shotguns in locked racks at desk positions.

2. Emergent situations.

5. All weapons, lethal or less lethal, shall not be left unattended in a radio car at the end of a tour of duty.
6. Special Weapons
 1. Ar-15 - Shall be utilized per Departmental Manual 5-09/170.00 - 5-09/170.30. A list of AR-15 qualified deputies shall be maintained in the Annory Manual and kept in the station's scheduling book.
 2. Tear Gas - Shall be utilized per Departmental Manual 5-06/030.00. A list of tear gas qualified deputies shall be maintained in the Armory Manual and a copy placed in the station's scheduling book.
 3. Stun Bag shotguns -A list of qualified stun bag deputies shall be maintained in the Armory Manual and kept in the station's scheduling book.

INVENTORY

1. Platoon response crates shall be kept up to date, fully inventoried, available for immediate emergent deployment, and locked in the armory cabinets.
2. A master computerized armory equipment inventory shall be kept up to date and kept in the station's shared files located at \\1-whd\share_files\Armory.
3. Quarterly, the first Monday in January, April, July and October, the Armory Sergeant will prepare a typed inventory of all shoulder weapons assigned to the station. This inventory will be sent from the Station Commander to the Commander of the Training Bureau, attention "Range master." Additionally, the July inventory will include all ammunition and tear gas with expiration dates when applicable. (3-06/080.10 and 5-06/040.75)

INSPECTIONS AND MAINTENANCE

1. The Armory Sergeant and/or the Armory Lieutenant shall inspect the armory at least once a week for cleanliness and to review the Armory Inventory Control sheet.
 2. The Armory Sergeant will ensure that all shotguns and teargas launching equipment are cleaned monthly and document this in the maintenance log located in the armory.
 3. Special weapons, such as the AR-15, will be cleaned after each use or as needed.
 4. The Armory Sergeant will conduct weekly inspections of tear gas canisters for leakage.
 5. During January of each year, or as directed by the Training Bureau, the Armory Sergeant will have all assigned shotguns inspected for mechanical condition by the Department armorer and certified as having been test fired. This certification record shall be placed in the armory manual.
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