3-03/210.15 - Firearms Recording

Sworn members shall record all Department-authorized firearms (on-duty and off-duty) with the Weapons Training Unit for entry into the Department's Weapons Management Portal, as required in the Personnel chapter, when such firearms are:

- Issued by the Department;
- Purchased or obtained in any other way;
- Returned to the Department;
- Sold or disposed; and/or
- Stolen or lost.

Distribution of this form shall be as follows:

- Original to Personnel Administration;
- Copy to unit file; and
- Copy to member for his personal record.