Unit Order 3 - Armory

PURPOSE
Establish ongoing uniformity of procedures for armory safety, responsibilities, equipment control, storage, and inventory. To facilitate the inspection and maintenance of equipment.

SCOPE
This Unit Order applies to all Emergency Operations Bureau (EOB) personnel, sworn and civilian, who may have access to the EOB armory.

ORDER
I. 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. The Armory Sergeant 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 Emergency Operations Bureau Unit Commander.

II. Equipment Control
Entry into the armory is limited to sworn personnel only. Specifically, the Operations Lieutenant or Operations Sergeant.

1. The combination for the armory door is located within the Operations Lieutenant's safe.
2. Any equipment removed from the armory shall be listed on the Armory Control Sheet located in the Armory. Personnel who are issued equipment from the armory shall be responsible for the equipment until returned.

III. Storage/Safety

1. Ammunition and or any other special equipment stored in the armory shall be clearly marked.
2. Tear gas canisters shall be stored separately from ammunition to prevent corrosion.
3. Sting balls shall not be stored in the same room as ammunition.
4. All shotguns and rifles shall be carried or stored unloaded, pointed to the ceiling with the slide open while inside of EOB.
5. All weapons, lethal or less lethal, shall not be left unsecured or unattended in any vehicle at any time.
6. The AR-15 or M-4 shall be utilized per Department Manual, section 5-09/170.30. A list of AR-15/M-4 qualified deputies shall be maintained in the Armory Manual and kept in shared files as well.

IV. Inventory

1. The Armory Sergeant and/or the Armory Lieutenant shall inspect the armory at least once a week for

cleanliness and review the Armory Inventory Control sheet.

2. The Armory Sergeant will ensure that all shotguns, as well as AR-15 or M-4 rifles are cleaned after each use or as needed.
3. During January of each year, or as directed by the Training Bureau, the Armory Sergeant will have all assigned shotguns, AR-15, and M-4 rifles 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.