8-19/001.00 - Armory Maintenance, Inspection and Inventory Schedule

PURPOSE OF ORDER:

The purpose of this order is to establish procedures and guidelines for the regular maintenance, inspection, and inventory of the “armories,” special weapons and firearms at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order is designed to ensure the special weapons, firearms and equipment located in the IRC armories are fully accounted for and maintained in proper working condition.

ORDER:

[REDACTED TEXT] The IRC training unit is responsible for the maintenance and inventory of the main armory and for the distribution and/or replacement of equipment in the sub-armories.

[REDACTED TEXT]. All armories shall be inspected and inventoried on AM shift daily. The inventory shall include all Emergency Response Team (ERT) equipment, extraction team equipment, emergency equipment, firearms and all special weapons.

This inventory shall be conducted by personnel designated by the first floor sergeant and countersigned by the first floor sergeant. Completed armory inspection forms shall be delivered to the IRC training office once per shift. The training sergeant shall be responsible for verifying the accuracy and retaining the inspection forms for three (3) months.

The AM first floor sergeant shall ensure that each sub-armory has been inspected and ready for use at the beginning of their shift.

The IRC training unit shall be responsible for submitting a completed Office Correspondence (SH-AD-32A) form, documenting the armory inspection report. The report shall be submitted on a quarterly basis during the first week of January, April, July and October to the unit commander and the Advanced Officer Training Unit (AOT); weapons training section, to the attention of the range master. Additionally, on the first Monday of July, a listing of expiring dates of all tear gas containers shall be included in conjunction with the weapons inventory.

It is the responsibility of the IRC training unit to annually inspect and test fire the shotguns and AR-15's at the Weapons Training Unit (WTU). The WTU is responsible for keeping record of the inspection and testing. The subsequent report will be forwarded to the unit commander. A copy shall be posted in the main armory.

Departmental weapons include rifles, shotguns, less lethal weapons, chemical agents, ammunition, and safety equipment.

Other considerations for the training sergeant or his/her designee include:

- All ammunition is to be inspected on a quarterly basis and replaced as necessary. Any outdated or damaged ammunition will be set aside and a memorandum/e-mail will be directed to training, who will exchange it as soon as is practical
- The battery supply is to be inspected on a quarterly basis and replaced as needed
- The shotguns, AR-15's and other firearms will be cleaned as necessary, but no less than semiannually
- If any item is deemed missing or cannot be located, the watch sergeant or his/her designee shall notify the training sergeant and senior deputy immediately. An Incident Report (SH-R-49) shall be written and a copy of that report will be submitted to the training office
- Any equipment and/or weapons discovered to be damaged or non-functional shall immediately be removed from service. The watch sergeant shall be verbally notified and the training office notified via email for repair or replacement