



Kern County Sheriff's Office

Policies and Procedures

TITLE: Firearms – Firearms Procurement, Storage, and Disposal NO: G-1000			
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: March 1, 2002	REVIEWED: 11/10/2017	REVISED: 10/27/2014	UPDATED: 11/10/2017

POLICY

Firearms are a necessary and expensive asset of the Sheriff's Office. As such, it is imperative that they be carefully managed, issued, tracked, and maintained with a comprehensive history kept on each and every weapon in the Sheriff's Office possession.

The purpose of this policy is to establish how the Sheriff's Office determines need for firearms, how they are procured, processed, issued, tracked, maintained, and disposed of when no longer serviceable.

All department issued guns stored in department vehicles will be secured in a locked rack/safe/trunk. All department issued guns will not be left unsecured in personal vehicles (even when vehicle is locked).

DIRECTIVE A – Requesting New Firearms

Division commanders are responsible for determining the needs of their divisions. No request for any firearm acquisition will go forward without the approval and express request of the division commander.

Division commanders shall periodically review their divisional firearms needs. Any member of the Sheriff's Office who perceives a need for new, additional, or replacement firearms shall make their recommendation to their division commander through their division's chain of command. Any division commander who determines a need in their division for new or additional firearms should forward their needs assessment to their bureau Chief Deputy who shall forward the needs assessment and his/her recommendation to purchase firearms, via Chain of Command to the Civil Division commander.

DIRECTIVE B – Procurement of Firearms

The Sheriff's Office Property Room, Issue Equipment Unit shall be responsible for all purchases, processing, storage, and issuing of all firearms, including the conversion of confiscated or donated firearms.

If not an emergency situation, the Civil Division commander shall budget for new firearms during the regular budget process. Firearms purchases will be based on the identified firearms needs assessment referred to in Directive A of this policy. Alternatively, if an urgent need arises and alternative funding can be found, the Civil Division commander will coordinate with the

Administrative Services Bureau Chief Deputy to identify and encumber any available Sheriff's Office funds and direct them to the firearms procurement process.

Once adequate funding for the procurement of the desired firearms has been secured, the Civil Division commander will arrange to have the funds transferred to the Firearms Purchase Blanket Purchase Order. The Civil Division commander will then direct the Property Control Officer to place the order for the weapons.

- "Special weapons," which constitute all firearms other than standard issued Glock pistols, shotguns, and tactical rifles as defined in G-900, that are to be assigned to SWAT, SERT, or units within the Special Enforcement Division, may be purchased directly from the authorized vendor by the respective commander. These orders may also be submitted through the Property Room for procurement. The choice will be at the discretion of the commander requesting the weapons, with the approval of the Field Operations Bureau or Detentions Bureau Chief Deputy.

Regardless of how any weapon is procured, all weapons shall be shipped to the Sheriff's Office Property Room for receipt and processing.

DIRECTIVE C – Receiving and Storage of Firearms

Firearms will be received, processed and issued as follows:

- All firearms purchased by the Kern County Sheriff's Office will be shipped directly to the Sheriff's Property Room **and to no other location.**
- The Property Control Officer shall maintain an up-to-date list of all firearms owned by the Sheriff's Office and the officer or location that the firearm is assigned to.
- Upon receipt of the purchased firearms, the Property Control Officer shall secure the weapons, enter them into the Sheriff's Office inventory and shall ensure that all the necessary institutional registration requirements are met prior to releasing the weapon(s) for issuance or use.
- Upon the issuance of any firearm, the Property Control Officer shall enter upon the officer's personnel equipment records the type of weapon issued, the serial number of the issued weapon, and the date that the weapon was issued. The receiving officer shall sign for receipt of the weapon.
- Shotguns and tactical rifles issued pursuant to this section shall be considered the officer's personal duty weapons and shall remain assigned to the officer until such time as the officer is assigned to a work unit where the weapons are no longer needed or not authorized. In such a situation, the officer shall return the weapons to the Property Room, and the weapons will be removed from the officer's personnel equipment record.

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- In the event that a weapon is procured for use by a division, and is not issued to an individual officer (ex: a shotgun procured for use as a “pool gun” for the Court Services Division or a loaner shotgun for Patrol), the Property Control Officer shall maintain an internal record that indicated the type of weapon(s) issued, the serial number of the weapon(s), the division the weapon(s) were issued to, who received the weapon(s) on behalf of the division, and the date the weapon(s) were released from the Property Room. This record will be signed by the officer receiving the weapons on behalf of the procuring division. The releasing property officer shall also sign this record.
- Upon issuance of the weapons, whether they are newly requisitioned weapons or converted weapons, the officer receiving the weapon(s) shall comply with DPPM Section G-200 of this manual and shall also present the weapon(s) to the Rangemaster for inspection and approval of the weapon(s) for safety and function prior to deploying the weapon(s).
- All county-owned firearms not assigned to qualified personnel shall be stored in the Property Room Armory. Handguns or shotguns assigned to divisions as “pool guns” and/or loaner guns assigned to substations, patrol, or similar work units, are exempt from this requirement.

DIRECTIVE D – Removal from Service and Disposal of Unserviceable Weapons

When a member of the Sheriff’s Office believes that a weapon has become unserviceable, the member will:

- Advise their division commander;
- Submit the weapon to the Rangemaster for evaluation;
- The Rangemaster will evaluate the weapon for reparability and either;
 - arrange for the weapon to be repaired and arrange for the member to obtain a loaner weapon from the Property Room, or;
 - If the weapon should not be repaired, advise the Property Room to replace the weapon and have the member go to the Property Room and turn in the unserviceable weapon and receive a replacement weapon.
- The Property Control Officer will secure the unserviceable weapon and dispose of it by auction or destruction.
- No member of the Sheriff’s Office will continue to carry or use any weapon which they suspect may be malfunctioning or unserviceable. All members are required to immediately report such situations to the Rangemaster.

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DIRECTIVE E – Removal from Service and Disposal of Serviceable Weapons

The Sheriff's Office recognizes that there may be circumstances in which serviceable weapons are disposed of by the Sheriff's Office or one of its divisions. When this occurs the division or member disposing of the weapon will:

- Prepare a memorandum directed to the Property Room via the member's chain of command instructing the property room to dispose of the weapon.
- Present the weapon in a safe condition to the Property Room for disposal.
- Upon receipt of a serviceable weapon for disposal, the Property Control Officer will secure the serviceable weapon and dispose of it by auction or destruction. The Property Control Officer will also make the necessary adjustments to the Sheriff's Office inventory and cause the weapon to be removed from institutional status.

In the event that the division or member has made separate arrangements for the disposition of a serviceable weapon, such as sale or trade for a replacement weapon of similar type; the member shall follow the provisions stated above, but shall indicate on the memo who the weapon shall be released or shipped to and when the weapon is to be so shipped.

- The Property Control Officer shall make the necessary entries in the Sheriff's Office inventory and shall remove the weapon from institutional status.
- The Property Control Officer shall then secure and store the weapon until it is released or shipped to the designated person or entity.

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