PURPOSE

The purpose of this Policy is to specify authorized firearms and establish Office qualification standards.

Although this Policy refers to “employees” throughout, this Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

POLICY

It is the policy of the Office that all firearms-qualified employees become familiar with and operate under the guidelines of this Policy. Any use of a weapon constitutes a use of force and is subject to the provisions of Office Policy CP-1, Use of Force.

DEFINITIONS

**Employee:** A person currently employed by the Office in a classified, unclassified, full-time, part-time, contract or probationary status.

**Firearm:** A handgun or other weapon carried by an employee in the course of his assigned duties. For sworn personnel, this applies in or out of uniform, on or off duty, carried concealed, or in any manner legally unavailable to a citizen, primarily for the purposes of enforcing the law and protecting the public.

**Flexible Baton Rounds:** An operational name for less lethal shotgun ammunition.

**Long Gun:** Any rifle or shotgun that has been approved for use by the Office and appears on the Approved Weapons List.

**Peace Officer Capacity:** A sworn or reserve deputy performing law enforcement duties.

- **Ready Condition:** When a firearm has a fully loaded magazine inserted, a round in the chamber, and the safety on, if applicable. It is permissible to download a magazine by one or two rounds to ensure proper function of the firearm.

- **Safe Condition:** When a firearm has no magazine inserted, no round in the chamber, and the safety is on, if applicable.

PROCEDURES

1. **Completion of Approved Training:** All employees must successfully complete approved, mandatory training before carrying a firearm on duty. Guidelines for the use and application of firearms are taught
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during training and should be followed. All required certifications and re-certifications shall be obtained through the Training Division.

2. **Carrying a Firearm When in Uniform:** All on-duty uniformed employees, trained and authorized to carry and use firearms, shall carry and have in their immediate possession, a service firearm in the ready condition, authorized for their assignment. Exceptions to this are as follows:

   A. When required to remove the firearm upon entering a jail or prison.

   B. When required to remove the firearm while in attendance at a court.

   C. When required to remove the firearm on a domestic air carrier as provided in Federal Aviation Administration (FAA) Regulations. Non-uniformed or uniformed employees involved in extraditions and using a domestic air carrier shall comply with FAA Regulations, as well as procedures established by the Office.

   D. When the employee’s authority to carry a firearm has been revoked.

   E. When a command officer is assigned to an administrative position and the carrying of a firearm is inappropriate.

3. **Carrying a Firearm When Out of Uniform:**

   A. Deputy Sheriff:

      1. On-Duty: Unless job related circumstances dictate otherwise, deputies must carry their firearm with them at all times while on duty. Deputies who are not in uniform may carry a firearm concealed or non-concealed.

      2. Off-Duty: While off duty, deputies will carry their firearm, as specified in Office Policy GD-10, *Off-Duty Incidents*.

   B. Detention Officer:

      1. On-Duty: Any detention personnel not in uniform and who have been trained and authorized by the Office to carry a firearm shall do so in a concealed manner in order to not give the impression they are working in a peace officer capacity.

         a. The concealed firearm shall be carried in accordance with state law.

         b. Designated qualified detention personnel are authorized to qualify and carry a secondary weapon with a barrel length of 4 inches or less for use while on duty not in uniform. This weapon must be one that is on the Approved Weapons List. During the annual weapon qualification, detention personnel will only post a pass/fail on the qualification course for this weapon.

      2. Off-Duty: Detention personnel are afforded the same rights and obligations as any private citizen and shall carry a firearm in accordance with state law. Detention personnel may exercise those rights as long as they are not in uniform, wearing Office insignia, or working for or acting on behalf of, the Office or any other agency of Maricopa County.
3. Any off-duty detention officer who carries or discharges a firearm for any purpose, does so in a civilian capacity, and shall be personally liable for the results of his actions.

C. Reserve Deputy Sheriff: Reserve deputies are afforded the same rights as a deputy sheriff while on or off duty.

4. **Carrying a Concealed Firearm While On Duty:** Only those specifically identified in this Policy and those identified in Office Policy GJ-27, *Sheriff’s Posse Program*, are authorized to carry a concealed firearm while on duty.

5. **Civilian Personnel Who Carry a Firearm While Off Duty:** All civilian personnel and posse are afforded the same rights and obligations as any private citizen regarding firearms and may exercise those rights as long as they are not working for or acting on behalf of the Office or any other agency of Maricopa County, not in uniform, or wearing Office insignia. Any off-duty civilian or posse member who carries or discharges a firearm for any purpose, does so in a civilian capacity, and shall be personally liable for the results of his actions.

6. **Approved Weapons List:** The list of authorized makes and models for handguns, shotguns, and long guns shall be approved by the Chief Deputy, or his designee. Exceptions shall be made upon approval of the Chief Deputy, or his designee, after inspection by the armorer. Approval is based on functionality and safety. Firearms which are unsafe or in poor mechanical condition shall not be approved. If versions of any approved models are deemed unsafe, they will be selectively disapproved.

7. **Office Issued Handguns:** The Office shall provide duty handguns for all sworn and designated qualified detention personnel as well as long guns for deputies. Detention personnel who choose to accept the Office issued handgun shall be required to utilize it as their primary duty handgun. Deputies may use the Office issued handgun as a secondary handgun or for use in the Class A uniform. Employees who choose to be issued the new Office handgun may also receive a monetary allowance on their paycheck to purchase an appropriate holster and magazine pouch for their duty belt.

8. **Finishes:** Authorized, personally owned firearms shall be made of stainless steel, or be chrome plated, nickel plated, black or blue anodized, blued, or parkerized.

9. **Long Guns in Enforcement:** At all times that deputies are working in an enforcement capacity, and using a patrol or detective vehicle, a long gun shall be carried in the vehicle. Long guns will be carried in vehicles in a gun rack, a scabbard, or a case, and in a ready condition.

A. Un-assigned, Office-owned long guns not in use shall be stored in the safe condition in the district in a locked cabinet or gun rack, except within Tactical Operations Unit (TOU) and Lake Patrol.

B. Office-owned long guns assigned to employees shall not be left in a vehicle overnight.

C. Personally owned long guns shall be removed from any County vehicles or facilities at the end of each shift.

10. **Less-Lethal Flexible Baton Shotgun Ammunition:** Only those employees who have completed the Office-approved training course may use flexible baton rounds. Employees must re-certify on the less-lethal ammunition every two years. The Firearms Training Unit shall inspect and approve all Remington 870 shotguns to be used with less-lethal shotgun ammunition such as the flexible baton rounds. Flexible baton-approved shotguns shall have their appearance altered, such as taping the stock a different color.

A. Flexible baton rounds must be Office-issued.
B. Flexible baton rounds shall only be used in Office-issued Remington Model 870 shotguns.

C. Flexible baton rounds shall not be used unless there are two or more employees present, and at least one has the option to use deadly force, if necessary.

11. **Authorized Lethal Shotguns and Long Guns:**

   A. In the occasion that a lethal-use shotgun is needed, a bureau commander, or his designee, must authorize personnel for its use.

   B. A bureau commander, or his designee, may authorize employees within his command to carry and use a personally owned, general-purpose long gun.

   C. All personally owned shotguns and long guns carried in a peace officer capacity must be one of the models authorized for use by the Office to ensure uniformity in training.

   D. All personnel who elect to carry a personally owned shotgun or long gun shall first successfully complete an Office-approved shotgun training course, qualifying with the personally owned shotgun. Approved makes and models are specified on the Approved Weapons List. Specifications, such as barrel length, stock, and magazine capacity for shotguns used for the various activities of the Office shall be determined by the Firearms Training Unit, with the approval of the command staff.

12. **Specialized Weapons:** Employees assigned to the TOU or other special duty units may be authorized by their respective bureau commander, or his designee, to carry and use a variety of firearms and special purpose weapons to meet the requirements of their assigned duties.

   A. Employees shall complete the appropriate training requirements prior to carrying or using any special purpose weapon or firearm.

   B. Only Office-owned or specifically approved and inspected personal special purpose weapons or firearms may be carried or used.

   C. The authorization to carry and use a special purpose weapon or firearm shall only apply as long as the individual is assigned to duties within the authorizing bureau.

13. **Firearms Qualifications:** Firearms qualification requirements are as follows:

   A. All employees authorized to carry service firearms, including backup and off-duty firearms, shall qualify with those firearms, at least annually, in an AZPOST approved course of fire.

      1. Authorized personnel will be permitted to qualify with, and be issued ammunition for, a maximum of two primary firearms, one off-duty firearm, and a general-purpose long gun.

      2. All employees shall comply with range regulations as established by the Firearms Training Unit and the range master, and shall use Office-issued ammunition for Office-mandated practice and qualification.

      3. The Firearms Training Unit shall establish and publish criteria and procedures by which authorized employees may qualify for a shooting proficiency badge.

      4. Authorized employees shall pass a decision-making course each calendar year.
B. An employee awaiting delivery of a new or repaired firearm, but otherwise able to satisfy the qualification requirements of this Policy, may be issued a loaned firearm of the same make, model, and caliber as the firearm awaited. The employee shall then qualify with the temporary firearm; if successful, he may carry it pending receipt of his firearm. Upon receipt of his firearm, and prior to carrying it, he shall have it inspected by designated range personnel. Each qualified employee shall also ensure that his firearm operates correctly by firing one or more qualification courses on the range. Each firearm so inspected and fired may be carried.

C. Employees who have been issued a firearm pursuant to a critical incident shall qualify with the firearm, within 15 days of returning to full duty.

D. Employees who have access to, or has been assigned, an Office-approved long gun in the course of their assigned duties, and those who have elected to carry a personally owned long gun, shall qualify with it at least annually. Personnel who fail to qualify with a long gun will be prohibited from carrying or using one in the performance of their duties.

E. Each authorized employee will be allowed a maximum of three attempts with his primary service firearm on the designated qualification day. An authorized employee who fails to meet the requirements for qualification with his primary service firearm after three attempts on the day designated for such qualification will have his authorization to carry a firearm in conjunction with his duties suspended. Off-duty firearm use will then be limited to that available to any unrestricted citizen. An individual whose authority to carry a firearm has been suspended shall be assigned to administrative duty within his assigned division pending requalification. Off-duty work in a peace officer capacity shall also be prohibited. Any of the following will constitute a failure to meet requirements:

1. Failure to qualify with the primary service firearm each calendar year. Failure to obtain a minimum score in a third attempt with the primary service firearm shall make attendance at the next remedial course mandatory.
   
   a. Employees who fail to obtain a minimum score during the remedial course will be enrolled in a second remedial course. Notification will be made through the chain of command.
   
   b. The names of employees who fail to obtain a minimum score during a second remedial course shall be reported to the chain of command for further review.

2. Failure to pass a decision-making course each calendar year.

3. Failure to qualify with the Office-authorized long gun or less lethal shotgun each calendar year, as applicable for each assignment. Failure to obtain a minimum score in a second attempt with either weapon shall make attendance at the next available remedial course for that weapon mandatory.

4. Failure to initially qualify with a back-up or off-duty firearm, or thereafter, failure to re-qualify annually in the prescribed course of fire. This failure shall suspend the authority to carry that backup or off-duty firearm.

F. Upon failing to qualify with the primary service firearm, an employee is required to immediately notify his supervisor. The Firearms Training Unit will notify the employee's commander in writing. A deputy or reserve deputy failing to qualify with his primary service firearm shall be deemed incompetent to perform the duties of a deputy sheriff, and such failure shall be reported
to AZPOST. A deputy whose certification is suspended by AZPOST shall also be suspended without pay by the Sheriff. If qualification has not been achieved within 30 calendar days of the date of suspension, the suspended deputy may be terminated.

G. Any firearms certified detention personnel who fail to show proficiency of their firearm skills, to include but not limited to, firearm safety, basic manipulation of the firearm, demonstration of knowledge of Arizona Revised Statutes and policies regarding use of force and an inability to demonstrate effective judgmental decision making, may have their certification for carrying a service firearm rescinded.

14. **Drawing or Exhibiting a Firearm:** Except for general maintenance, storage, authorized training, or other legitimate purpose, employees shall not draw or exhibit a firearm unless the circumstances surrounding the incident create a reasonable belief that it may be necessary to use the firearm in conformance with the provisions of Office Policy CP-1, *Use of Force* and Arizona Revised Statutes. Employees found to be in violation of this Policy may be subject to disciplinary action up, to and including dismissal.

15. **Firearm Cleaning On-Duty:** Employees shall not clean firearms while on duty, unless otherwise instructed or authorized to do so by range personnel, or their on-duty supervisor.

16. **Weapon Discharges:** All employees shall exercise extreme care in the handling of firearms. An accidental or unintentional discharge may subject the employee to disciplinary action.

A. There are three ways a firearm is discharged.

1. Intentional discharge.

2. Unintentional discharge.
   a. Voluntary.
   b. Involuntary.

3. Accidental.
   a. Mechanical failure.
   b. Defective ammunition.
   c. Outside influences such as clothing or equipment contacting the trigger.

B. In order to avoid the accidental or unintentional discharge of a firearm the following guidelines shall be followed:

1. There shall be no practice drawing, aiming, or firing of a firearm on-duty or in any Office building, except under supervision at an authorized training event.

2. Employees shall not load or unload any firearm inside any Office facility. Employees shall use great care when unloading firearms outside of Office facilities, and shall use safety devices such as “unloading traps,” when they are available.

3. Firearms which come into the control of an employee pursuant to his duties shall be unloaded and rendered safe.
4. Firearms seized as evidence shall be rendered safe as soon as possible after any necessary forensic processing. Extreme caution shall be used during such processing, and the number of employees handling the weapon shall be kept to the absolute minimum.

17. ** Modifications and Accessories:** All firearms shall be maintained in a factory condition unless proposed modifications are first approved, in writing, by the Office armorer. Following approved modifications, firearms shall be inspected by the armorer prior to being carried.

   A. Handgun Magazines: Magazines used in semi-automatic firearms shall be limited to those made by the manufacturer for the specific weapon, and having a standard law enforcement capacity. Plus-2 magazines are considered standard for law enforcement use. Extended magazines which exceed the limitations below, even when made by the weapon’s manufacturer, are not authorized.

   1. The capacity of a pistol magazine which stacks rounds in one straight line shall not exceed eight rounds.

   2. The capacity of a pistol magazine which staggers rounds shall not exceed 19 rounds of 9mm ammunition.

   3. The capacity of a pistol magazine utilized for the Office issued Smith and Wesson M&P firearm in .45 ACP shall not exceed 10 rounds.

   B. Night Sights or Grips: Night sights or replacement grips may be added without prior approval. However, replacement grips shall not be overly decorative. Care should be taken to select grips which do not impair the function or loading of the firearm.

   C. Weapon-Mounted Lights: Employees may carry and use firearm-mounted lights under the following conditions:

   1. The firearm-mounted light must be approved by a range firearms inspector.

   2. The system must not use batteries larger than three volts.

   3. Employees must qualify with the firearm system, fully configured and operational, prior to use on-duty.

   4. Under no circumstances will the firearm-mounted light be used when the use of force does not justify pointing a firearm.

   D. Holographic Red Dot Sights: Employees may mount holographic red dot sights on the general-purpose long gun only. Red dot sights shall be mounted in conjunction with iron sights. Employees choosing to use such sights must have the installation inspected and approved by the armorer. Employees must qualify with the firearm using both sighting systems before carrying the long gun on duty. Approved models are:

   1. Aimpoint: COMP series C3, MICRO T-1 ML2 series, Aimpoint Pro

   2. Bushnell (EO Tech): Holosight

   3. Meprolight: MEPRO21 series

   4. Trijicon: ACOG series, ACOG Reflex
E. Prohibited Modifications: Specifically prohibited modifications include, but are not limited to:

1. Non-factory compensated, extended compensated barrels, and barrel bushings with compensators.

2. Unauthorized optics.

3. Inappropriate engravings, markings, or symbols.

4. Trigger shoes or custom triggers.

5. Shock buffers.

6. Recoil spring guide rods filled with mercury or hydraulic fluid.

18. **Firearm Maintenance and Inspections:** Employees shall ensure that firearms used in a law enforcement capacity are kept clean and serviceable. All Office-owned firearms shall be maintained in a serviceable condition by designated employees at areas outside of the training range. All authorized firearm, less lethal shotguns, and long guns shall be inspected by the Office armorer for safe operation prior to being carried in a law enforcement capacity, and shall be re-inspected annually.

   A. Any personally-owned firearm which is repaired or modified in any way, except for the addition of night sights, or the replacement of grips, shall be inspected by the armorer before being carried or used.

   B. Modification of any firearm after inspection, especially for the purpose of using an unapproved feature, is prohibited.

   C. Office-owned firearms shall not be repaired or modified except by, or at the direction of, the Office armorer.

19. **Ammunition:** It shall be the responsibility of the Firearms Training Unit to test and evaluate the various types and brands of ammunition available, including firearm, less lethal shotgun, and long gun ammunition, and to make recommendations to the command staff based on the findings. The Training Division will then obtain and store sufficient quantities of the approved and authorized ammunition to meet Office needs.

   A. Employees shall carry Office-issued ammunition in any firearm that is carried on duty, whether office-issued or personally owned. This requirement applies to firearms used in a peace officer capacity, whether on or off duty.

   B. Uniformed employees shall carry sufficient extra ammunition to provide two complete reloads for their service firearms.

   C. Sworn, on-duty, non-uniformed employees shall carry sufficient extra ammunition to provide one complete reload for their service firearms. The same standard shall apply to sworn employees working in an off-duty, plain clothes capacity. Employees working off-duty in uniform are required to carry two reloads.

   D. Extra ammunition for off-duty firearms, up to two complete reloads, may be carried at the discretion of the employee.
E. Individually-carried service ammunition shall be replaced through the Training Division at least once every 12 months.

F. Districts and units shall maintain a sufficient supply of Office-issued ammunition for Office long guns, less lethal shotguns, and authorized, personally owned firearms, to meet the projected demands of emergency situations. This ammunition shall be changed no less often than every 24 months.

G. Extra ammunition will be stored in a secure, cool, and dry place. Strict inventory and accountability will be maintained.

H. Extra ammunition carried in vehicles should be protected from excessive heat. Ammunition carried in vehicles should be rotated frequently to prevent damage.

I. Issued ammunition shall not be altered or modified.

J. Qualified Armed Posse (QAP) members shall supply their own ammunition that meets Office specifications as authorized and determined by the Firearms Training Unit.

20. **Office Armories:** The Office maintains two armories.

A. The SWAT Division armory is administered by TOU. This armory is a restricted area, and access is limited to the Sheriff, the bureau commander, SWAT Division Commander, or TOU personnel. Its contents are weapons and equipment used by TOU or required for emergency operations. Employees entering the armory, other than designated command employees, shall be accompanied by TOU employees. Anyone entering the armory shall sign in and out, and sign for all equipment removed on the log provided inside the armory.

B. The Firearms Training Unit armory stores equipment to include ammunition, special weapons, and Office-owned semi-automatic pistols, rifles, and shotguns. The equipment is available on short term loan to an employee temporarily without a firearm for such reasons as the theft of his own firearm, having to surrender it for a shooting investigation or the need for a specialized weapon in a new assignment. Armory access is limited to Firearms Training Unit employees. Requests to borrow Office-owned weapons should be directed through the chain of command to the Firearms Training Unit. When approved, the armorer will issue a firearm, if available, that conforms to the needs of the employee. In an emergency, the armorer may be contacted through the Communications Division supervisor.

21. **Weapon Revisions:** The Approved Weapons List will be revised as needed. In order for a firearm to be approved and added to the weapons list, it must be evaluated by the Office armorer and approved by the Chief Deputy.
APPROVED WEAPONS LIST

Primary duty firearm must have a barrel length of four inches or greater. A firearm with a barrel length of less than four inches is for non-uniformed, off duty, or back up only.

Approved Handgun Calibers

9 mm
45acp

Semi-Automatic Pistols

BROWNING
High Power

COLT
1911 Series, excluding Gold Cup

GLOCK
All models in approved calibers

KAHR
All models in approved calibers

KIMBER
1911 Series

SIG SAUER
1911 Series

SPRINGFIELD
Armory XD, XDM, EMP
1911 Series

SMITH & WESSON
M & P pistols

As of July 1, 2017, the 357Sig caliber will no longer be authorized.
➤ As of July 1, 2017, the 40S&W caliber will no longer be authorized.

Shotguns

REMINGTON
870

Caliber - 12 gauge
Factory Sights - Rifle, Ghost Ring, Bead

Rifles/Carbines

VARIOUS MFGs
AR-15

Caliber - .223

VARIOUS MFGs
AR-10 POF
Caliber - .308

Rifle/Carbine handgun calibers are not authorized.