



KANSAS CITY, MO. POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

03-27-2007

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03-27-2007

NO.

07-1

SUBJECT

Firearms Procedures

AMENDS

REFERENCE

Procedural Instruction's – Use of Force, Operation 100, Patrol Procedures, & Risk Management Team
Personnel Policy's – Internal Affairs Investigation & Physical and Psychological Examinations

RESCINDS

Procedural Instruction 03-5 & 03-5A
Department Memorandum's 96-8, 99-15, 02-26, 03-15, & 06-12

I. PURPOSE

- A. To provide a reference source for the authorization, discharge, and carrying of firearms.
- B. To establish procedures for the administration of the Firearms Qualification Program.

II. PROCEDURE

This directive has been arranged in Annexes for easy reference.

- Annex A - General Firearms Procedures
- Annex B - Discharge of a Firearm
- Annex C - Disarming of a Sworn Member
- Annex D - Firearms Qualification Program
- Annex E - Care and Maintenance of Firearms
- Annex F - Utilizing Less-Lethal Extended Range Impact Devices
- Annex G - Carrying Firearms/Chemical Agents Aboard Commercial Aircraft

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____ 2007.

James B. Wilson
President

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Civilian Supervisory Positions
Department Element Manuals
Post on bulletin boards for two weeks

GENERAL FIREARMS PROCEDURES

A. Firearms Procedures

1. Cardinal Rules of Firearms Safety
 - a. Treat all firearms as though they are loaded.
 - b. Point the muzzle in a safe direction at all times.
 - c. Keep your finger outside the trigger guard until you are on target and have decided to fire.
 - d. Be sure of your target and what is beyond it.
2. The department approved on-duty handgun for sworn members will be called the **primary duty firearm**.
3. Sworn members may discharge a department approved firearm under the following circumstances:
 - a. When using lethal force.
 - b. During range practice or approved competitive sporting events.
 - c. To destroy an animal that represents a threat to public safety or to prevent unnecessary suffering.
 - d. For tactical purposes, i.e. to shoot out a light for officer safety, etc.
4. Warning shots are **PROHIBITED**.
- *5. The risk of a hostage or bystander being struck will be considered when deciding to discharge a firearm at a suspect who presents a clear and immediate danger.
6. Sworn members generally should not discharge a firearm at a moving vehicle or from a moving vehicle unless the occupants (suspects) appear to pose a direct threat to the life and safety of the sworn member or other persons. The sworn member's first responsibility, if possible, is to move from the path of the on-coming vehicle.

7. Sworn members shall never brandish a firearm or remove a firearm from its holster other than in the proper performance of duty or during the following administrative situations:
 - a. Inspections
 - b. Firearms training
 - c. Cleaning and maintenance
- *8. All department approved firearms are **prohibited** from being permanently altered or modified in any manner. The only department approved alterations or modifications are the attaching of additional equipment (add-ons) to the firearm. For further information, refer to Annex A, Section F, of this written directive.
9. Sworn members will provide maximum security for all firearms in their custody while on or off-duty. This includes firearms kept in the sworn member's residence. Firearms left unattended should be locked in a container designed for firearm security where only the sworn member has access, i.e. safe, vault, lock box or gunlock.
10. While on-duty, the sworn member's firearm will never be given to anyone except another law enforcement officer or authorized department member. Sworn members will relinquish their firearm to an authorized party when responding to any facility that requires their firearm be secured, i.e. court, federal buildings, etc., that offer gun lock boxes.
- *11. The Supply Section, as well as the sworn member's chain of command, will be notified, as soon as possible, in all instances where a department issued firearm, primary duty firearm or any department approved purchased weapon is lost or stolen. Sworn members will complete all necessary documentation, including that required by the Supply Section, regarding the incident. A temporary replacement firearm for the primary duty firearm will be made available through the Supply Section. A temporary replacement personal patrol rifle will not be available.
12. With the exception of those instances outlined in Annex A, Section A, 3, b, c and d, the Internal Affairs Unit and the Violent Crimes Division shall be notified, as soon as possible, anytime a sworn member discharges a firearm, or is disarmed of his/her firearm.
13. The only time a department approved semi-automatic handgun will be considered safe or incapable of firing is when there is no magazine in place, the slide is locked back in the open position and there is no visible sign of ammunition in the chamber.

- *14. The department approved solid frame .38 caliber revolver will be considered safe or incapable of firing when the cylinder is in the open position and there is no visible sign of ammunition in the cylinder.
- *15. The department will provide the required amount of .40 caliber, .38 caliber, and .223 caliber ammunition for sworn members to carry on-duty in the department approved firearms.

B. Purchase of a Department Approved Firearm

- 1. The purchase of any department approved firearm to be carried, or have accessible, as an on or off-duty weapon, will be the responsibility of the sworn member.
- 2. All permits, licenses, and Federal and State laws applicable to the purchase of firearms will be the responsibility of the purchaser, if required. Copies of applicable documents will be forwarded to the Supply Section.

C. On-Duty Firearms

- 1. On-duty sworn members, in uniform, will be armed with a department approved primary duty firearm at all times.
- 2. Any of the following may be used as the **primary duty firearm**:
 - a. S&W Model 4026
 - b. S&W Sigma Model SW40F
 - c. Glock Model 22
- 3. On-duty sworn members in civilian clothes may carry, in place of their primary duty firearm, any of the following:
 - a. S&W Model 4013
 - *b. Glock Model 23
 - c. Glock Model 27
 - *d. Glock Model 35
 - *e. Any solid frame .38 caliber revolver
- *4. The semi-automatic handgun will have a full magazine and one round in the chamber, and the solid frame .38 caliber revolver will be fully loaded, using department approved ammunition that has not been modified.

- *5. The personal patrol rifle will be considered an on-duty weapon. The only department approved rifle will be the AR-15, .223 caliber, style firearm. The main components of the purchased patrol rifle must be interchangeable with the AR-15 style firearm. Each personal patrol rifle magazine will be loaded with department approved ammunition to full capacity, **minus two (2) rounds**, so that the bolt (firing mechanism) functions properly.
- 6. On-duty sworn members are **prohibited** from carrying, or having readily available, any firearm they have not been properly trained on and qualified with at the department's range. For qualification information, refer to Annex D of this written directive.
- 7. Sworn members whose official duties may require carrying another type of firearm or alternate primary duty firearm, e.g. Helicopter Section, must receive written approval from his/her chain of command and qualify to carry that firearm.
- *8. Sworn members will notify his/her commander/supervisor, at the beginning of the tour of duty, that he/she has the personal patrol rifle readily available. Commanders/supervisors will update sworn members status on the Tiburon/CAD system daily, with the personal patrol rifle designation.
- *9. Commanders/sergeants will conduct inspections of the personal patrol rifles carried by sworn members under his/her supervision every two (2) weeks. Commanders/sergeants will inspect the weapons for rust, proper functioning and unauthorized add-ons. Commanders/sergeants should keep a record of which sworn members, under his/her supervision, are qualified on and have a personal patrol rifle using the Personnel Inspection Sheet, Form 125 P.D.

D. Off-Duty Firearms

- 1. When in civilian attire, off-duty sworn members may carry any department approved handgun that is properly loaded, but must keep it concealed from public view. Sworn members who decide not to carry a firearm while off-duty, will not be subject to disciplinary action, if an occasion arises when no action was taken because they were not armed.
- 2. An off-duty sworn member, while operating a department vehicle, must have a department approved handgun immediately available.
- *3. The personal patrol rifle is not considered an approved firearm to be carried while off-duty, except in cases involving exigent circumstances.
- 4. All approved off-duty firearms will be inspected by the department gunsmith or armorer prior to each firearms qualification.

E. Shotguns

1. A shotgun stored at a police facility will be unloaded and placed in the shotgun/rifle wall rack with the action open, safety on, and the shell guide pushed up blocking the chamber. The ammunition will be turned in to the desk sergeant for storage/accountability.
- *2. The shotgun will be unloaded and then reloaded, **outside the vehicle**, prior to a sworn member taking over a police vehicle at the beginning of the shift.
3. The shotgun will be unloaded and stored in a police facility when a patrol/department vehicle is out of service.
4. When carrying the shotgun in the patrol/department vehicle, it should be stored in the shotgun rack **without** a chambered round and:
 - a. Four (4) live rounds in the magazine;
 - b. No tension on the trigger of the shotgun;
 - c. Safety set in the "ON" position.
5. The shotgun will never be left unattended unless it is securely locked in the shotgun rack.

*F. Personal Patrol Rifles

1. **ONLY** Patrol Bureau personnel are authorized to carry the personal patrol rifle while on-duty.
2. The personal patrol rifle must meet the following requirements to be approved for use while on or off-duty:
 - a. AR-15 type firearm that has forged upper and lower receivers. No cast or carbon fiber
 - b. A 16" to 20" overall barrel length, including 14.5" barrels with the Flash Hider/Muzzle Break (making them NON-Restricted) permanently affixed by the manufacturer prior to purchase
 - c. .223 caliber only
 - d. A factory type trigger system. **NO** light-weight match style triggers on a department approved personal patrol rifle
 - e. Iron sights, with a front tritium (night) sight. A pop-up rear sight is acceptable

3. Required additional equipment (add-ons):
 - a. A minimum of two (2), 30 round magazines or three (3), 20 round magazines
 - b. A mountable light source (minimum of 80-90 Lumens)
 - c. A clip-on bipod available or mounted bipod, for stability and accuracy
 - d. A sling (tactical 3 point or 1 point styles are recommended)
4. Department approved optional equipment for the personal patrol rifle includes:
 - a. Flash Hider/Muzzle Break (recommended)
 - b. Collapsible butt stocks
 - c. Optic devices that do not interfere with the iron sights and are no greater than 4 power magnification
5. All additional equipment (add-ons) to the personal patrol rifle will be inspected by range staff prior to each qualification.
6. Depending on the cause of the damage, the department will replace individual parts of the personal patrol rifle. Range personnel will evaluate if the cause of the damage was due to negligence and if the personal patrol rifle part will be replaced. The sworn member will be responsible for the replacement of any damaged/non-functioning additional equipment (add-ons) listed above.
7. Sworn members that have not received training nor qualified on the personal patrol rifle, should not handle the rifle while on-duty, except in extreme cases.
8. On-duty storage of the personal patrol rifle
 - a. The personal patrol rifle will be housed in a case and **must** be stored in the trunk of a patrol vehicle.
 - b. When the rifle is secured in the case, it will be unloaded, no magazine in the magazine well, bolt forward, no tension on the hammer and the safety/selector switch will stay in the semi position.
 - c. If a sworn member can not secure the personal patrol rifle in a patrol vehicle, i.e. illness or injury, it will be stored in a secure location at a police facility until the sworn member can retrieve the firearm.

DISCHARGE OF A FIREARM

- A. Discharge of a Firearm involving Death or Injury to a Person.
1. In the event a sworn member discharges his/her firearm causing injury or death to a person, he/she should ensure his/her safety and the safety of others, then apply the following guidelines:
 - a. The sworn member will notify the dispatcher and remain at the scene until arrival of the appropriate investigative element(s).
 - b. Department members involved, who are witnesses to or have knowledge of an incident investigated by the Police Shooting Team will not give formal statements until instructed to do so by the Police Shooting Team supervisor.
 - c. The sworn member's firearm and ammunition will be handled as evidence when the discharge of the firearm results in an injury or death of a person, or other incidents where the investigating element considers it necessary to protect the integrity of an investigation.
 - d. The sworn member will complete a Response to Resistance Report, Form 246 P.D.
 - e. The sworn member will be placed on administrative leave by a commander and will be excused from duty, with pay, until reinstated by the Chief of Police.
 - f. The involved members will be available for official interviews and statements regarding the case, and will be subject to recall to duty at any time. Permission must be obtained from the Chief of Police, or designee, prior to leaving the city.
 - *g. The case will not be discussed with anyone except the prosecuting attorney, Police Shooting Team personnel, and the Office of General Counsel. However, this does not prohibit the sworn member from discussing the case with a personal attorney(s).
 2. The sworn member's supervisor or the first supervisor on the scene will:
 - a. Ensure the sworn member leaves the firearm and ammunition in the "post shooting/discharge" condition.

7. A copy of the Police Shooting Team's criminal investigation file will be forwarded to the Internal Affairs Unit upon completion of an investigation and any criminal proceedings.
8. In regard to police involved shootings, the Chief of Police will:
 - a. Determine when a sworn member may be returned to active duty.
 - b. Reinstate a sworn member to active duty prior to a determination by the Prosecuting Attorney or Grand Jury. This will occur only if the Chief of Police finds the sworn member to be physically and mentally capable of being returned to duty, and finds the circumstances such that reinstatement to active duty is appropriate.
 - c. Suspend a sworn member, without pay, pending the outcome of criminal charges, if the Prosecutor files criminal charges or the Grand Jury returns a "true bill."

B. Destroying an Animal

1. Injured or dangerous animals may be destroyed by a sworn member using a department approved firearm, upon authorization from a commander/supervisor.
2. Discharge guidelines
 - a. Ensure the safety of all citizens and lessen the risk of damage to property, by moving the injured animal to an area of relative safety, if possible, and out of public view, i.e. vacant lot, backyard, roadway median strip, etc. The animal should be placed on soft ground whenever possible, in lieu of the pavement, to decrease the possibility of ricochet.
 - b. Shoot the animal from close range, five to fifteen feet, if possible.
 - c. Shoot "down" into the animal so the projectile, if exiting the animal's body, will enter the ground.
 - d. Shoot the animal in the brain to minimize suffering. Refer to the diagram on page B-6 for the proper shot placement.

EXCEPTION: If the possibility exists that the animal has rabies or has bitten someone, the animal should not be shot in the brain. In these cases, the animal should be shot in the chest cavity, directly behind either front leg.

3. Disposal of animal carcasses

- a. Public Works or the Missouri State Highway Department will be notified without delay for removal of an animal carcass. (See Section 3, b, listed below, for exceptions.)

NOTE: If the possibility exists that the animal has rabies or has bitten someone, the animal's body will be removed by Animal Control/Public Works to the Municipal Animal Shelter.

- b. Disposing of a deer destroyed by a sworn member or killed by a traffic accident:

(1) The deer carcass may be given to any citizen at the scene or to any citizen who comes upon the carcass.

(a) The citizen will be advised to contact the Missouri Department of Conservation within 24 hours to report receipt of the deer carcass.

(b) Sworn members will notify the Missouri Department of Conservation only when a deer is injured or killed as a result of illegal activity, i.e. poaching, etc.

*(2) Sworn members will not transport the carcass in a patrol/department vehicle.

(3) Sworn members unable to dispose of the carcass will contact Public Works or the Missouri State Highway Department for removal.

(4) The carcass will be removed from the roadway, if possible, by the responding sworn member(s). Sworn members need not remain at the scene until Public Works or Missouri State Highway Department personnel respond unless the carcass is blocking the roadway and cannot be removed.

4. Sworn members will complete a Discharge of Firearm Report, Form 101/101A P.D.

5. Internal Affairs Unit notification requirements

- a. The sworn member's supervisor/commander will determine the need for an Internal Affairs Unit investigation.

- b. An Internal Affairs Unit investigation will be required when facts surrounding the incident raise questions as to adherence to department policy.

C. Accidental Discharge of a Firearm

1. In the event that a department member accidentally discharges a department approved firearm on or off-duty, or a department member recovers a firearm and an accidental discharge occurs, or when a non-department member accidentally discharges a department approved firearm, the department member will:
 - a. Notify a supervisor and remain at the scene until the proper elements arrive.
 - b. Complete a Discharge of Firearm Report, Form 101/101A P.D.
2. The Violent Crimes Division will be responsible for the primary investigation if a criminal element is involved, otherwise, the Internal Affairs Unit will be responsible for the primary investigation of the incident.

D. Discharge of Firearm Report

1. Except for firearms qualification, target practice, hunting and sporting events, and ballistic examinations, each time a sworn member discharges a firearm at an animal, at an object, or accidentally, a detailed report of the circumstances will be submitted by the sworn member as soon as possible on a Discharge of Firearm Report, Form 101/101A P.D., utilizing an original case report number.
2. If a discharge of a firearm involves **lethal force** or **less lethal force** against a person, then it will be documented on the Response to Resistance Report, Form 246 P.D., and will refer to the case report number from the Field Incident Report, Form 189 P.D. The Discharge of Firearm report **will not be completed** in these cases.
- *3. The Discharge of Firearm Report, Form 101/101A P.D., and the Response to Resistance Report, Form 246 P.D., will not be forwarded to the Records Unit for filing.

EMERGENCY EUTHANASIA



DOGS:

Aim at intersection of imaginary lines crossing from ears to eyes, well up on forehead.



CATS:

Aim at intersection of imaginary lines crossing from ears to eyes, well up on forehead.



CATTLE:

Aim at the center of head, 2/3 of the way up on the forehead. (Calves, slightly lower.)



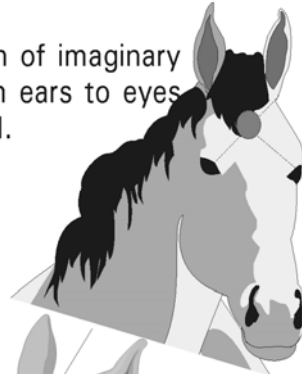
DEER, SHEEP, AND RAMS (WITHOUT HORNS):

Approach from the rear. Aim down on the top of the head, just back of the eyes.



HORSES:

Aim at intersection of imaginary lines crossing from ears to eyes, well up on forehead.



DEER, SHEEP, AND RAMS (HORNED):

Approach from the rear. Aim between the horns, towards the mouth.

SWINE:

Aim at the center of the head, approximately 1" above the level of the eyes.



GOATS:

Approach from the rear. Aim between horns and toward the mouth.

"SAFETY FIRST"

DISARMING OF A SWORN MEMBER

- A. In any situation that results in a sworn member being disarmed, sworn members will:
 - 1. Ensure his/her safety, safety of others and then notify:
 - a. The dispatcher of:
 - (1) Suspect information;
 - (2) Any medical treatment needed.
 - b. His/Her immediate supervisor.
 - 2. Remain at the scene until arrival of the appropriate investigative element(s).
 - 3. Be available for official interviews and statements regarding the case, and will be subject to recall to duty at any time.
- B. The responding supervisor will be responsible for control and protection of evidence at the scene until arrival of the Violent Crimes Division supervisor who will assume control of the scene and the investigation.
- C. Sworn members involved in the incident or department members who are witnesses, and/or have knowledge of the incident, will not give formal statements until instructed to do so by the primary investigative element.
- D. The Violent Crimes Division will investigate all incidents resulting in the injury or death of a person, or an assault on a department member. They will investigate the criminal aspects of the case and present it to the appropriate authorities for review. The Internal Affairs Unit will investigate all other disarmings that do not involve injury or death.
- E. Criminal investigations will take precedence over internal investigations.
- F. A copy of the Violent Crimes Divisions criminal investigation file will be forwarded to the Internal Affairs Unit.

FIREARMS QUALIFICATION PROGRAM

A. On-Duty Firearms Qualification

1. All sworn members will qualify two (2) times annually (one day fire and one night fire), with his/her primary duty firearm (S&W Model 4026, S&W Sigma Model SW40F, Glock Model 22) and a shotgun under the Firearms Qualification Program administered by the Training Division.
2. Sworn members will qualify annually on the department's Firearms Training Simulation System machine, if available.
- *3. Sworn members approved to carry the personal patrol rifle will qualify two (2) times annually (one day fire and one night fire). If the firearm is equipped with an optic device, the iron sights are to be utilized as secondary sights. These qualifications will not be administered in conjunction with the primary duty firearm/shotgun qualification. Sworn members will contact the Professional Training Section for available qualification dates. If the date and time occurs during a sworn members off-duty hours, the sworn member will not receive pay or compensation in any form for participating in any of the processes necessary to meet these requirements, as the carrying of this firearm is optional and not deemed "as required for employment." Sworn members may obtain verbal approval from his/her supervisor to attend while on-duty.
4. Patrol Bureau supervisors and Tactical Response Team members will qualify annually on extended range impact device applications and deployment. Refer to Annex F, of this written directive, for extended range impact device information.
5. Sworn members whose normal tour of duty requires him/her to work in uniform will qualify with his/her primary duty firearm, department approved/issued holster, magazine, and belt.
6. Sworn members whose normal tour of duty requires him/her to work in civilian clothes will qualify with the department approved firearm normally carried using an outside the belt style holster. Sworn members must also qualify with the primary duty firearm if different. Day qualification for optional weapons will occur on Friday as walk-ins at 0800 and 1000 hours. Night qualifications will occur for both weapons on the scheduled night-fire dates, time permitting.

7. Sworn members in civilian attire may elect to carry an approved firearm other than those listed in Annex A, Section C, 2 and 3, only after qualification has occurred. Any paperwork, training or other tasks associated with this choice must be conducted while the sworn member is in an off-duty capacity. As the carrying of this firearm is optional and not deemed "as required for employment," sworn members will not receive pay or compensation in any form for participating in any of the processes necessary to meet these requirements.
8. Any sworn member assigned to the Injury Leave Pool, Sick Leave Pool, Limited Duty Pool, or Family and Medical Leave Pool, who did not qualify during the previous six months, will not carry a firearm and will qualify prior to returning to full duty.
- *9. Each sworn member will be issued the necessary rounds of .40 caliber ammunition on the day of qualification for the primary duty firearm and his/her department approved on and off-duty firearm, to include the solid frame .38 caliber revolver. This will not affect the fifty rounds per month allotted to qualify for the Firearms Proficiency Award Ribbon. Each sworn member that carries the personal patrol rifle will be issued the necessary rounds of .223 caliber ammunition on the day of qualification.
- *10. Sworn members are responsible for exchanging his/her duty ammunition during the daytime on-duty firearm qualification process each year for each department approved firearm.
11. Sworn members scheduled for firearms training will:
 - a. Respond to the department's range on the date and time scheduled with the proper equipment.
 - b. Submit an Interdepartment Communication, Form 191 P.D., to explain why he/she cannot or did not respond and request rescheduling.
12. Sworn members failing to qualify with an on-duty department approved firearm:
 - a. A sworn member who fails to qualify on the first attempt, during either the day or night time **mandatory** handgun/shotgun qualification, will be afforded a second attempt to qualify.
 - * (1) If the sworn member qualifies on the second attempt, the member will **not** need to be enrolled in the remedial firearms program or placed on Training Days.
 - * (2) If the sworn member fails to qualify after the second attempt, he/she will notify his/her supervisor before returning to duty.

B. Off-Duty Firearms Qualification

1. Prior to carrying an approved off-duty firearm, sworn members **must** qualify at the department's range. It is the sworn member's responsibility to contact the range staff for the scheduling of a qualification time. Attendance by sworn members must be in an off-duty capacity.
2. All department approved off-duty firearms will be inspected by the department gunsmith or range staff armorer prior to each qualification. The scheduling of inspections will be the responsibility of the sworn member.
3. Yearly qualification will be mandatory and a passing score is required before the sworn member may carry the firearm off-duty. Proof of the qualifying score will be provided by range staff on a Firearms Qualification Card, Form 5332 P.D. Sworn members will give the form to his/her immediate commander/supervisor for inclusion in the member's personnel jacket.

C. Conversion Qualification

1. Sworn members who elected to convert from the S&W Model 4026 to the S&W Sigma Model SW40F, or who convert to the Glock Model 22, will consider this firearm his/her primary duty firearm. Once qualified with the new firearm, sworn members will **not** switch back to his/her previous firearm while working in a police capacity whether on or off-duty.
2. Sworn members who decide to convert to one of the following firearms are required to meet the following qualifications for conversion:
 - a. S&W Model 4026 – Only sworn members who have previously received the department training on this firearm may carry it as an on or off-duty firearm.
 - b. S&W Model 4013 – Only sworn members who have previously received department training on the S&W Model 4026 may carry the S&W Model 4013 as an on or off-duty firearm. Additional department training is required, which consists of a two (2) hour training session conducted by Firearms Training Section personnel, including firearm orientation and qualification.
 - c. S&W Sigma Model SW40F – Only sworn members who have previously received department training on this firearm or semi-automatic handguns may carry it as an on or off-duty firearm. If previously department trained on the S&W Model 4026, a four (4) hour training session is required for training on the S&W Sigma Model SW40F.

- d. Glock Model 22 – Only sworn members who have previously received department training on this firearm, or on semi-automatic handguns, may carry it as an on or off-duty firearm. If previously department trained on the S&W Model 4026 or the S&W Sigma Model SW40F, a four (4) hour training session is required on the Glock Model 22.
 - *(1) A sworn member who received a four (4) hour training session on the Glock Model 27 does not need another four (4) hour training session on the Glock Models 22, 23, or 35.
 - *(2) Only sworn members who attended the transition training on the S&W Model 4026 will be allowed to train on and carry the S&W Model 4013. These sworn members may transition to the Glock Model 22 and still carry the S&W Model 4013 on-duty in civilian attire or off-duty, with a passing qualification on each firearm.
- *e. Glock Models 23, 27, & 35 – Only sworn members who have received department training in semi-automatic handguns may carry the Glock Models 23, 27, or 35 as an on or off-duty firearm. If previously trained on the Glock Model 22, only qualification with the Glock Models 23, 27, or 35 is necessary. If trained on the S&W Model 4026 or S&W Sigma Model SW40F, a four (4) hour training session is required.
- *f. Any solid frame .38 caliber revolver – Only sworn members who have passed the department qualification course may carry a solid frame .38 caliber revolver as an on or off-duty firearm.

*D. Department Patrol Rifle Course

1. Sworn members who intend to utilize the department approved personal patrol rifle must complete the two (2) day Department Patrol Rifle Course at the department range. Sworn members may attend the course while in an on-duty capacity.
2. Sworn members must complete an Interdepartment Communication, Form 191 P.D., to his/her immediate supervisor, requesting to attend the Department Patrol Rifle Course and include:
 - a. The department approved personal patrol rifle information, including Make, Model, Caliber and Serial Number of the firearm.
 - b. That the department approved personal patrol rifle has been inspected by the department's gunsmith.
3. Sworn members will forward a copy of the **approved** Interdepartment Communication, Form 191 P.D., to the Supply Section.

4. When the sworn member has been approved to attend the Department Patrol Rifle Course and a copy of the approved Interdepartment Communication, Form 191 P.D., has been forwarded to the Supply Section, sworn members will contact the Professional Training Section for available course dates.

CARE AND MAINTENANCE OF FIREARMS

A. Care of Firearms

1. Department policy requires that all department approved firearms carried while on-duty, and all firearms issued to individual sworn members or department elements, will be maintained in presentable and functional condition at all times. Sworn members using firearms approved for specialized duty functions are responsible for cleaning and maintaining the firearms. Cleaning will be in accordance with the manufacturer's instructions or instructions provided by the department gunsmith.
 - a. Presentable condition – Properly cleaned and adequately lubricated, free of any rust, lead deposits, or powder residue.
 - b. Functional condition – All working parts and mechanisms in proper operating order, and loaded with approved ammunition.
2. Division Commanders or designees will periodically inspect firearms carried on-duty by sworn members under his/her command to ensure proper maintenance.
3. A sworn member will fully understand the operation of any firearm before loading or unloading it.
4. If a firearm should become "jammed," and can not be cleared, the sworn member will contact his/her supervisor, the department gunsmith or Firearms Training Section armorers for assistance.
5. A proper and adequate supply of cleaning equipment will be available at each unit or division station.
6. Department approved firearms, whether carried on or off-duty, will be cleaned and maintained by the sworn member. This should be completed weekly, when exposed to inclement weather, or when fired.
7. The metal surfaces of the firearm should be wiped with an approved rust-preventive solution at least once a week and anytime the firearm is exposed to inclement weather. Under no circumstances should the firearm be cleaned by washing it with soap and water.

CAUTION: Use of a lead removal cloth will ruin the exterior surface on any firearm and will remove the laser etching on the S&W Model 4026.

B. Maintenance of Firearms

- *1. During the annual daytime on-duty firearms qualification, the primary duty firearm is stripped, inspected and cleaned by the department gunsmith (certified armorer). This method of inspection allows the gunsmith to view all primary duty firearms and check for worn or broken parts.
 - a. Only a certified armorer will strip, inspect and clean the internal parts, e.g. firing pin, trigger mechanism, etc., of the primary duty firearm.
 - b. Entrant officers' firearms will be inspected by the gunsmith after completion of firearms training and before graduation.
- *2. All division elements will rotate shotguns through the Supply Section once a year for repairs, cleaning and inspection by the department gunsmith. This will be accomplished at a rate of no more than two shotguns per division per week.
 - a. The Supply Section will receive the shotguns from the divisions on Fridays, and issue temporary replacements, if needed.
 - b. The Supply Section will transport the turned in shotguns to the department gunsmith for maintenance.
 - c. The Supply Section will pick up the completed shotguns and notify the division elements when the shotguns are ready to be returned.
 - d. Division personnel will ensure that the completed shotguns are picked up from the Supply Section, no later than the day after notification.
3. If the sworn member's primary duty firearm is not functioning properly, it will be taken to the department gunsmith or Firearms Training Section armorers. If the gunsmith is unavailable, a temporary replacement firearm will be obtained from the Supply Section. Should the Supply Section be closed, the Supply Section supervisor will be notified to issue a replacement firearm. The replacement firearm will be returned to the Supply Section upon re-issue of the repaired firearm.
4. All department approved firearms will be inspected by the department gunsmith when any problems are discovered with the sworn member's firearm and prior to any work being performed on the firearm. No repairs or alterations of any kind will be made on any department approved firearm unless such work is performed by the department gunsmith or Firearms Training Section armorers.
 - a. Any work performed on these firearms will be completed by departments gunsmith or Firearms Training Section armorer. Any expense required to correct alterations and modifications, or to repair off-duty damage caused by the sworn member will be paid for by the member.

- b. Upon completion of any repairs to an approved firearm made by someone other than the department gunsmith or Firearms Training Section armorer, the sworn member will have the weapon re-inspected by the department gunsmith or Firearms Training Section armorer prior to returning the firearm to service.
- c. Any unauthorized alterations or modifications to these firearms may result in the suspension of a sworn member's authorization to carry the firearm. The department gunsmith or Firearms Training Section armorer will document all unauthorized alterations or modifications to department approved firearms.
- d. Slip-on rubber style grips, may be used on all department approved on and off-duty handguns.
- *e. Sworn members will not alter the strain screw on the department approved solid frame .38 caliber revolver.

UTILIZING LESS-LETHAL EXTENDED RANGE IMPACT DEVICES

- A. The department recognizes the potential benefit of using Less-Lethal Extended Range Impact Devices and projectiles to eliminate or greatly reduce serious physical injury to police officers, suspects, and bystanders in certain situations.
1. The primary types of projectiles used by the Kansas City, Missouri Police Department include the beanbag round and a non-flexible polyurethane projectile.
 2. The beanbag round and non-flexible polyurethane projectile are designed to exert energy in the form of blunt trauma to the human body and incapacitate a suspect with a minimal potential for death or serious physical injury. They will be used in the following circumstances:
 - a. As an alternative to resolve incidents in a less lethal manner;
 - b. To protect sworn members and other persons from harm;
 - c. To protect the suspect/subject from self-inflicted injury;
 - d. To end incidents involving combative, noncompliant, armed, or violent suspects.

B. Use of Less-Lethal Extended Range Impact Devices

*1. 12-Gauge Shotgun Beanbag Round

Only designated Patrol Bureau supervisors and Tactical Response Team members who have been trained and certified on extended range impact device application and deployment will be authorized to use the 12-gauge shotguns with beanbag rounds. Less-lethal equipment will not be made available or utilized until training has been received.

- a. Patrol Bureau supervisors will:
 - (1) Utilize a 12-gauge shotgun with an orange stock and forearm specifically designated for the use of less-lethal ammunition.
 - (2) Store the designated less-lethal shotguns and accompanying munitions in approved watertight containers in the trunk of the supervisor's vehicle.
 - (3) Store less-lethal shotguns in an unloaded condition with the actions open, shell guides up and the safety on.

- (4) Visually and manually check to ensure the less-lethal shotgun is not loaded with conventional ammunition prior to loading.
- (5) Routinely check the less-lethal shotguns for signs of corrosion to ensure their reliability.

NOTE: Less-lethal shotguns will have an approved rust preventive finish in order to combat the harsh conditions normally found within the trunk of police vehicles, however, they should be routinely oiled and checked for corrosion.

b. Tactical Response Team members will:

- (1) Utilize the regularly issued 12-gauge shotguns with capabilities of deploying either beanbag rounds or lethal ammunition.
- (2) Ensure the shotgun is maintained and stored consistent with current department use and care guidelines.
- (3) Visually and manually check to ensure the shotgun is not loaded with conventional ammunition prior to loading less lethal munitions.

c. Deployment of Beanbag Rounds

Before deployment of beanbag rounds, supervisors and Tactical Response Team members must first determine if a suspect intends to, or has the immediate means to, cause injury to a sworn member, another person, or self. Prior to deploying any less-lethal munitions, the sworn member in charge should ensure:

- (1) A “cover officer” is armed with lethal capabilities.
- (2) The suspect is contained or is in a relatively static situation. The suspect is not in a flight state and does not present an immediate life-threatening risk.
- (3) There is dialog or knows there has been dialog between sworn members and the suspect.
- (4) A coordinated arrest team is in place during the deployment, with the immediate availability of lethal force, when applicable by procedure.
- *(5) The range to the suspect is no more than 60 feet, unless exigent circumstances exist, as the maximum effective range for accuracy is 60 feet.

- (6) The dispatcher will be notified of any deployment of a less-lethal extended range impact device. This will serve to notify other sworn members in the immediate area to prevent unnecessary weapon discharge issues. **Prior** to the sworn member using the less-lethal shotgun, he/she will verbally announce the intent to use a less-lethal extended range impact device.
 - *(a) The less-lethal extended range impact device should be directed at less-lethal areas that are trained at the department's range during qualification, unless circumstances dictate otherwise, i.e. the need to stop the action outweighs the risk of serious physical injury or death to the subject.
 - (b) Exigent circumstances or element specific procedures may dictate alternative actions by Tactical Response Team members.

2. Non-Flexible ARWEN 37mm Launcher

Only Tactical Response Team members who have been trained and certified on extended range impact device application and deployment will be authorized to deploy the ARWEN 37mm Launcher, utilizing polyurethane non-flexible projectiles. Equipment will not be made available or utilized until training has been received. Tactical Response Team members will:

- a. Be responsible for maintaining all 37mm less-lethal delivery systems.
- b. Only deploy the 37mm less-lethal delivery system in compliance with current element specific procedures, when a "cover officer" is armed with lethal capabilities, and an arrest team is in place.

C. Providing Medical Assistance

Any suspect/subject who is struck by a less-lethal extended range impact device will be transported to a medical facility for examination, regardless of whether or not the suspect/subject exhibits signs of injury or is under arrest. Sworn members will refer to the written directive entitled, "Ambulance Calls and Arrests Taken to Hospitals," for the handling of these types of situations.

D. Reporting Procedures

- 1. The Internal Affairs Unit will only be notified when the use of a less-lethal extended range impact device causes serious physical injury or death to another person.

2. Any use of a less-lethal extended range impact device from a less-lethal shotgun will be documented on the Response to Resistance, Form 246 P.D. P.D. Refer to the written directive entitled, "Use of Force."

CARRYING FIREARMS/CHEMICAL AGENTS ABOARD COMMERCIAL AIRCRAFT

- A. Sworn members **will not** carry firearms on his/her person or in his/her carry-on luggage/purse aboard a commercial aircraft, except in connection with the official performance of duty. Sworn members **will not** carry any form of oleoresin capsicum or any other irritating or incapacitating sprays or chemical agents aboard passenger aircraft, either on his/her person, in carry-on luggage/purse, or in checked luggage.
- B. Air carriers reserve the right to decide who will carry a firearm aboard his/her aircraft. Rules and regulations established by individual carriers may be more restrictive than requirements set by the Federal Aviation Administration. The following procedures apply to sworn members who request to be armed during commercial flights. Sworn members will:
1. Obtain prior authorization from the Chief of Police.
 2. Submit a letter to the airline which will:
 - a. Be written on department letterhead and signed by the Chief of Police.
 - b. Specify the circumstance(s) that dictate the need to be armed during the flight.
 - c. Specify the trip itinerary and include a designated period during which the need to be armed in flight will exist.
 - d. Certify the flying sworn member has completed the FAA training course entitled, "Law Enforcement Officers Flying Armed."
 3. Notify the respective airline at least one hour prior to flight departure, or in an emergency as soon as possible that he/she intend to carry a firearm.
 4. Present a police identification card and badge to the airline ticket agent.
 5. Not drink any alcoholic beverage while aboard the aircraft.
- C. Sworn members escorting a prisoner will:
1. Treat all prisoners as a maximum-risk category person.
 - a. FAA regulations require two sworn members to escort one maximum-risk category person.

- b. Only one maximum-risk person will be transported aboard an aircraft.
 - c. Final determination of escort requirements rests with the air carrier.
2. Notify the airline at least one hour before departure, or in an emergency as soon as possible, of the flight number, identity of the escorted person and the risk category involved.
 3. Assure the airline the person in custody has been searched and does not have, on or about his/her person or property, any article that could be used as a deadly or dangerous weapon.
 4. Be equipped with adequate restraining devices for use if the restraint of a person in custody is or becomes necessary.
 5. Ensure the escorted person is accompanied at all times and kept under observation.
 6. Not initiate action for unrelated incidents, e.g. individual interfering with crew members, inebriated individual, etc., unless the pilot requests assistance and intervention can be done in a safe manner.
- D. Sworn members who transport firearms in checked luggage will:
1. Unload the firearm and pack it in a hard-shell type luggage container that can be placed inside the sworn member's normal luggage bag. Ammunition must be packed in such a manner as to protect the primers from accidental damage, i.e. in a separate container.
 2. Ensure that airline personnel provide an orange-colored "checked firearms" tag that should be locked inside the hard-shell container. The purpose of the orange tag is to alert airline personnel that a firearm is contained inside the bag. This tag, however, is common in the airline industry and marks the firearm as an easy target for theft by anyone knowledgeable in airline baggage procedures. Individual carriers may require the tag to be left outside the baggage and in these situations sworn members must comply with their rules.
 3. Ensure the luggage is locked and the sworn member has the only key.
 4. Present a police identification card to the appropriate airline ticket agent and declare the firearm at least one hour prior to flight time.
- E. Sworn members are prohibited from carrying a firearm or chemical agent past the "screening point," e.g. any area where the entrance is controlled by an X-ray machine or security personnel, of an airport without first making a declaration to the airline that he/she is armed.

- F. Sworn members will comply with the laws pertaining to the carrying and possessing of firearms of the jurisdiction to which the member is traveling.
- G. Sworn members shall not fly armed on any commercial airline, until he/she has successfully completed the FAA training course, entitled "Law Enforcement Officers Flying Armed."