

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 10/06/2015	Supersedes Policy Dated: 07/01/2015	Rescinds:	SOG Number:
Accreditation Index: 4.1.3, 4.1.4, 4.3.1, 4.3.2, 4.3.3, 33.1.5			304.5
Part Title: Support Services		Chapter Title: Facilities and Equipment	
Chief of Police:			

Training, Proficiency, and Use of Weapons

I Policy

It is the policy of the Springfield Police Department to require officers to demonstrate, at a minimum, annual proficiency in the use of all firearms and intermediate weapons. The Springfield Police Department recognizes that combative, armed and /or violent subjects create handling and control problems requiring special training and equipment. Only personnel who first receive training in the use of force policy and weapons and demonstrate proficiency in their application are authorized to carry lethal or less lethal weapons. (CALEA 4.3.2)

II Definitions (CALEA 4.3.1(a))

Armorer - Any sworn officer who has received specialized training to provide firearms manufacturers authorized maintenance and repair for authorized firearms. The armorer must be recommended by the Range Officer, Training Director and approved by the Chief of Police. (The written approval shall specify which firearms the armorer is authorized to maintain and repair.)

Department Issued Handgun - A Department issued handgun is the Glock 9mm semi-automatic handgun or any other 9mm/.40 caliber semi-automatic handgun issued by the Department for use by its officers.

Department Issued Impact Weapons – The Department issued impact weapons will consist of a collapsible straight baton and a solid straight baton.

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

Department Issued Shotgun - A Department issued Remington Model 870 Police Magnum, 12 gauge pump-action shotgun or any other semi-automatic shotgun issued by the Department for use by its officers.

Firearms Instructor - A sworn officer who has received specialized training in the instruction of firearms training and activities (firearms instructor school) and recommended by the Range Coordinator, Training Section Commander and approved by the Chief of Police. The Firearms Instructor shall serve as the Range Officer in their absence.

Less Lethal Force Philosophy – A concept of planning and force application, which meets operational objectives with less potential for causing death or serious physical injury than conventional police tactics/equipment.

Personally Owned Handgun - A Department approved handgun, semi-automatic pistol or revolver.

Personally Owned Impact Weapons - Any high quality 2 or 3 piece expandable straight baton or a solid straight baton. Personally owned impact weapons are to be inspected and evaluated by the Defensive Tactics Instructor/Trainer or designee, and approved by the Chief of Police.

Personally Owned Shotgun - A Department approved Remington Police Model 12-gauge pump action/semi-automatic shotgun (870/1187), or Heckler and Koch/Benelli 12-gauge semi-automatic shotgun, meeting the same specifications as the Department issued shotguns.

Projectile Launcher - Any Department authorized 12 gauge or 37/40mm launcher which the officer has met approved levels of proficiency in firearms qualification training.

Range Coordinator - A sworn officer that holds the rank of Corporal who has received specialized training in the instruction of firearms training and activities (firearms instructor school). The Range Coordinator is a member of the Training Staff and shall be responsible for coordinating all activities at the Springfield Police Department Firing Range. The Range Coordinator is also responsible for all aspects of firearms training, including the inspection and evaluation of all firearms authorized for use by the Springfield Police Department as well as the maintenance and repair of authorized department owned weapons.

Range Officer - A sworn officer who has received specialized training in the instruction of firearms training and activities (firearms instructor school). The Range Officer is a member of the Training Staff and shall be responsible for all aspects of firearms training, including the inspection and evaluation of all firearms authorized for use by the

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

Springfield Police Department as well as the maintenance and repair of authorized department owned weapons.

Rifles, Carbine Rifles- Approved

Any authorized scoped rifle or carbine rifle either personally-owned or issued by the Department for use by its officers.

Safety Priorities - The department safety priorities are established as follows:

- Hostages
- Innocent citizens
- Police officers
- Subjects/Suspects

Specialized Weapons – Any authorized weapon capability outside of standard Academy training, requiring additional training and certification, including, but not limited to: Patrol Rifle, Less-lethal Bean Bags, etc.

III Procedure

1 GENERAL WEAPONS REQUIREMENTS

- 1.1 Only those lethal or less lethal weapons and ammunition authorized by the Chief of Police shall be used pursuant to law enforcement responsibilities (on or off-duty). Such weapons shall be used only following approved procedures for review, inspection and approval by a qualified armorer. (CALEA 4.3.1(c))
- 1.2 No Police Department employee shall be authorized to carry a firearm or other lethal or less lethal weapon until (s)he has: (1) been issued a copy of [SOG 103.5, Resistance Response](#) and a copy of [SOG 304.5, Training, Proficiency, and Use of Weapons](#) and (2) has received instruction on each. Such issuance and instruction shall be documented by the Training Section.
- 1.3 Prior to carrying ALL authorized weapons, on or off duty, they shall be reviewed, inspected and approved by a qualified weapons instructor and/or armorer. The date of the inspection and the name of inspector shall be recorded and forwarded to the Range Officer (firearms), Quartermaster (impact and chemical), or SRT Supervisor (special weapons) as appropriate. (CALEA 4.3.1(c))
 - 1.3.1 If a weapon is determined to be unsafe, the instructor or armorer shall remove it from use pending repair, record the malfunction, cause repair to be made on all department owned weapons, and provide a replacement weapon to the employee as soon as practical. (CALEA 4.3.1(d))
 - 1.3.1(a) Firearm replacement will only involve the officer's issued or approved primary on-duty handgun

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

- or department owned shotguns, rifles, and special weapons.
- 1.4 All on-duty officers, whether in uniform or non-uniform, shall be armed with an approved duty handgun.
 - 1.4.1 Officers operating in a status where possession of a firearm would endanger the officer or the operation in which they are participating are exempt.
 - 1.4.2 Officers with non-uniform administrative assignments are exempt from carrying a handgun while performing that assignment.
 - 1.5 On-duty officers in plainclothes shall carry their sidearm secured in a holster or other secure carrying device. Special Orders may provide further guidance based on specific assignment.
 - 1.5.1 Officers are exempt when assigned to undercover duties, and when the use of a holster or other device may conflict with covert operations.
 - 1.6 On-duty officers carrying a firearm in an unconcealed manner shall clearly display police identification card and/or badge.
 - 1.7 Whether on or off-duty, officers shall carry their police identification while armed.
 - 1.7.1 Officers operating in a status where possession of police identification would endanger the officer or the operation in which they are participating are exempt.
 - 1.7.2 Officers are exempt when participating in recreational shooting activities.
 - 1.8 The carrying of a handgun while off-duty shall be at the option of the officer. If the officer elects to carry a Department approved handgun off-duty it must be concealed from-public view. An officer who elects not to carry a handgun while off-duty shall not be subject to disciplinary action if an occasion should arise in which they could have taken police action were they armed.
 - 1.9 The carrying of an additional handgun for the purpose of a back-up handgun shall be at the option of the officer. If the officer elects to carry a back-up handgun, it must be a Department approved handgun.
 - 1.10 Officers engaged in off-duty employment which requires the performance of police related services shall be armed with a Department approved on-duty handgun.
 - 1.11 All officers shall be armed with a Department approved handgun while operating any police vehicle.
 - 1.12 Department issued firearms will not be used for hunting purposes.

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

- 1.13 All officers must meet approved levels of proficiency in firearms qualification training as set forth by the Training Staff and approved by the Chief of Police. (CALEA 4.3.2)
- 1.14 The officer's handgun will be fully loaded when the officer is carrying the handgun. Chamber and magazines for semi-auto handguns and cylinder for revolvers.
- 1.15 Long guns will be carried with the magazine loaded and the chamber empty, unless being used by the officer.
- 1.16 Only manufacturers magazines are authorized for use in Department issued or approved firearms.
- 1.17 Officers are responsible for the safekeeping and security of all firearms authorized by the Department that are in their custody.
- 1.18 Officers shall not carry any firearm under the following circumstances:
 - 1.18.1 The officer is on suspension or is directed not to do so by the Chief of Police.
 - 1.18.2 The officer has not successfully met proficiency and qualification levels as set forth by the Department.
 - 1.18.3 While consuming alcoholic beverages or taking medication that impairs physical or mental ability.
 - 1.18.3(a) Officers are exempt when required by the nature of assignment or when the safety of the officer would be at risk.
- 1.19 Use of force reporting shall utilize the Resistance Control Form (RCF), [SPD Form # 94-OP-0002](#) and shall follow procedures as set out in [SOG 103.5, Resistance Response](#).
- 1.20 Prohibited Uses of Weapons
 - 1.20.1 "Warning shots" are prohibited. (CALEA 4.1.3)
 - 1.20.2 Officers shall not discharge firearms from a moving vehicle.
 - 1.20.3 Police officers shall not discharge their weapons at a moving vehicle unless there is imminent threat of death or serious physical injury to the officer or others. Officers shall avoid placing themselves into the path of a vehicle, if possible.
 - 1.20.4 A firearm shall not be used as a club, hammer, pry bar, or any purpose other than for which it was designed or intended (unless deadly force is authorized).
 - 1.20.5 Firearms, batons, and personal defense weapons shall not be used for any other purpose than use consistent with training.

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015



4 AUTHORIZED HANDGUNS (CALEA 4.3.1)

4.1 Primary, On-Duty Handgun Uniform Duty

4.1.1 An approved primary on-duty handgun is any Department issued handgun or personally owned handgun meeting the following requirements and approved by the Chief of Police.

4.1.2 Criteria for Personally Owned Primary, On-Duty Handguns, Uniform Duty

4.1.2(a) Calibers (CALEA 4.3.1(b))

4.1.2(a.1) 9mm

4.1.2(a.2) .40 S&W

4.1.2(a.3) .45 ACP

4.1.2(a.4) 380 ACP (Honor Guard Officers only, when on assignment. The handgun must be carried concealed.)

4.1.2(a.5) .38 Special

4.1.2(a.6) .357 Magnum

4.1.2(a.7) All authorized handguns will be inspected by a certified Armorer for functionality and evaluated against criteria in this section. (CALEA 4.3.1(c))

4.1.2(b) Handgun Specifications

4.1.2(b.1) Newly authorized handguns must be double action only or decock-only models. All previously authorized firearms will continue to be approved until a new handgun is acquired. Single-action handguns are not authorized.

4.1.2(b.2) Minimum trigger pull weight. Factory trigger pull weight not less than five (5) pounds.

4.1.2(b.3) Minimum barrel length: Not less than 3.5 inches and not more than 6 inches. (*Honor Guard Officers exempt*)

4.1.2(b.4) Minimum ammunition capacity: Five (5) Rounds

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

- 4.1.2(b.5) Officers will be authorized to qualify with only one (1) on-duty handgun for Uniform Duty use per year, unless approved by the Range Coordinator and the Chief of Police.
- 4.2 Primary On-Duty Handgun, Non-Uniform Duty
 - 4.2.1 An approved primary on-duty handgun is any Department issued handgun or personally owned handgun meeting the following requirements and approved by the Chief of Police. (CALEA 4.3.1(a))
 - 4.2.2 Criteria for Personally Owned Primary, On-Duty Handguns, Non-Uniform Duty
 - 4.2.2(a) Calibers (CALEA 4.3.1(b))
 - 4.2.2(a.1) .38 Special
 - 4.2.2(a.2) .357 Magnum
 - 4.2.2(a.3) .9 mm
 - 4.2.2(a.4) .40 S&W
 - 4.2.2(a.5) .45 ACP
 - 4.2.2(a.6) Exception: .380 ACP (undercover officer assignments only)
 - 4.2.2(a.7) All authorized handguns will be inspected by a certified Armorer for functionality and evaluated against criteria in this section. (CALEA 4.3.1(c))
 - 4.2.2(b) Handgun Specifications (CALEA 4.3.1(a))
 - 4.2.2(b.1) Upon the effective date of this policy, newly authorized handguns must be double-action only or decock-only. All previously authorized firearms will continue to be approved until a new weapon is acquired. Single action handguns are not authorized.
 - 4.2.2(b.2) Minimum trigger pull weight: Factory trigger pull weight not less than five (5) pounds.
 - 4.2.2(b.3) Minimum barrel length: Not less than 2 inches and not more than 6 inches.
 - 4.2.2(b.4) Minimum ammunition capacity: Five (5) rounds.

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

- 4.2.2(b.5) Handguns shall be carried in holsters.
Exception: Undercover officers are not required to wear holsters.
- 4.3 Off-Duty Handguns (CALEA 4.3.1(a))
 - 4.3.1 Department issued handgun.
 - 4.3.2 Personally owned handguns meeting the following requirements:
 - 4.3.2(a) Caliber specifications; (CALEA 4.3.1(b))
 - 4.3.2(a.1) Any and all calibers utilized by semi-automatic handguns, and revolvers.
 - 4.3.2(b) Handgun specifications; (CALEA 4.3.1(b))
 - 4.3.2(b.1) Semi-automatic
 - 4.3.2(b.1.1) Striker-Fired
 - 4.3.2(b.1.2) Double-Single
 - 4.3.2(b.1.3) Double Action Only
 - 4.3.2(b.1.4) Single Action
 - 4.3.2(b.2) Revolver
 - 4.3.2(b.2.1) Double Action
 - 4.3.2(b.2.2) Single Action
 - 4.3.3 All authorized handguns will be inspected by a certified Armorer for functionality and evaluated against criteria in this section. (CALEA 4.3.1(c))
 - 4.3.4 The handgun must be concealed and carried in a secure manner.
 - 4.3.5 The handgun must be equipped with a form of firing safety device designed to prevent an unintentional discharge if the handgun is dropped. In addition, the make and model of weapon must have met the SAMMI standard for safety.
- 4.4 Back-up Handguns (CALEA 4.3.1(a))
 - 4.4.1 Department issued handgun.
 - 4.4.2 Personally owned handguns meeting the following requirements:
 - 4.4.2(a) Caliber specifications; (CALEA 4.3.1(b))
 - 4.4.2(a.1) Any and all calibers utilized by semi-automatic handguns, and revolvers.
 - 4.4.2(b) Handgun specifications; (CALEA 4.3.1(b))
 - 4.4.2(b.1) Semi-automatic
 - 4.4.2(b.1.1) Striker-Fired
 - 4.4.2(b.1.2) Double-Single
 - 4.4.2(b.1.3) Double Action Only

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

- 4.4.2(b.1.4) Single Action
 - 4.4.2(b.2) Revolver
 - 4.4.2(b.2.1) Double Action
 - 4.4.2(b.2.2) Single Action
 - 4.4.3 All authorized handguns will be inspected by a certified Armorer for functionality and evaluated against criteria in this section. (CALEA 4.3.1(c))
 - 4.4.4 The handgun must be concealed and carried in a secure manner.
 - 4.4.5 The handgun must be equipped with a form of firing safety device designed to prevent an unintentional discharge if the handgun is dropped. In addition, the make and model of weapon must have met the SAMMI standard for safety.
 - 4.4.6 If an officer chooses to carry a back-up handgun it must be carried in conjunction with the officer's primary on-duty handgun. The back-up handgun is for use in exigent circumstances when the officer's primary on-duty handgun cannot be used.
- 5 AUTHORIZED SHOTGUNS (CALEA 4.3.1(a))
 - 5.1 Authorized Shotguns, Uniform and Non-Uniform Duty.
 - 5.1.1 An approved shotgun is any Department issued shotgun or personally owned shotgun as defined in Section II
 - 5.1.2 Gauge (CALEA 4.3.1(b))
 - 5.1.2(a) 12 gauge
 - 5.1.3 All authorized shotguns will be inspected by a certified Armorer and evaluated against criteria in this section. (CALEA 4.3.1(c))
- 6 AUTHORIZED RIFLES (CALEA 4.3.1(a))
 - 6.1 Specified SRT personnel may be authorized to carry a department issued rifle or personally owned rifle which has been inspected and evaluated by the designated SRT armorer and approved by the Chief of Police. The SRT officer assigned the rifle must demonstrate proficiency in qualification as set forth by the SRT Supervisor and approved by the Chief of Police. (CALEA 4.3.1(c))
 - 6.2 Primary, On-Duty Rifle (Non-SRT)
 - 6.2.1 A primary on duty rifle is any department issued rifle or personally owned rifle meeting the following requirements.
 - 6.2.2 Criteria for department issued/personally owned rifle.
 - 6.2.2(a) Calibers (CALEA 4.3.1(b))

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

- 6.2.2(a.1) Primary on duty rifles must be chambered for .223 caliber or 5.56 mm rifle ammunition.
- 6.2.2(a.2) Magazines are limited to a 30 round capacity.
- 6.2.2(a.3) Only Factory Magazines are authorized.
- 6.2.2(b) Rifle Specifications
 - 6.2.2(b.1) Must meet mil-spec standards
 - 6.2.2(b.2) Must be AR15 style with A2 or A3 upper.
 - 6.2.2(b.3) Butt stock may either be fixed or adjustable.
 - 6.2.2(b.4) Primary duty rifles must be semi automatic action ONLY
 - 6.2.2(b.5) Barrel length must be at least 16 inches long (exception : specialized units)
 - 6.2.2(b.6) Minimum trigger pull weight:
 - 6.2.2(b.6.1) Factory trigger pull no less than 4.5 pounds
 - 6.2.2(b.6.2) No set triggers
 - 6.2.2(b.6.3) No two-stage triggers
 - 6.2.2(b.7) All rifles must be equipped with iron sights at all times.
 - 6.2.2(b.8) All non-magnifying optics or low magnification (1x – 4x maximum), powered (battery) or non-powered, must allow for immediate access to iron sights. Or be quickly removable to allow access to the iron sight system if the supplemental sights fail for any reason.
 - 6.2.2(b.9) All authorized rifles will be inspected by a certified Armorer and evaluated against criteria in this section. (CALEA 4.3.1(c))

7 SPECIALIZED WEAPONS (CALEA 4.3.1)

- 7.1 All officers who are assigned special weapons, projectile launchers, and ammunition shall successfully complete qualification courses and training

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

provided by the firearms training staff and /or those firearms instructors of the affected units as approved by the Chief of Police.

8 FIREARMS RECORDS (CALEA 4.3.1(e))

8.1 The Range Officer and/or authorized SRT armorer, as appropriate, shall maintain a record for each firearm approved by the Department for use which shall include:

- 8.1.1 Initial Date of Service
- 8.1.2 Description
- 8.1.3 Manufacturer Model and Caliber
- 8.1.4 Serial Number
- 8.1.5 Repair or service history of department owned weapons
- 8.1.6 Officer and date issued
- 8.1.7 Proficiency qualification scores and dates

9 FIREARMS MODIFICATIONS AND REPAIRS

9.1 All Department issued and Department approved personally owned firearms shall not be modified from the manufacturer's specifications, except under the following circumstances:

- 9.1.1 The department armorer must give prior approval for ALL modifications.
- 9.1.2 All modifications or repairs shall be conducted by the manufacturer, manufacturer authorized service center, or department approved armorer.
- 9.1.3 The authorized armorer shall maintain documentation on all modifications or repairs involving department owned weapons. Documentation shall be kept on file with the Training Section or, when appropriate, with SRT.
- 9.1.4 Modifications that may be approved are limited to the installation of the following:
 - 9.1.4(a) Shotgun
 - 9.1.4(a.1) Sling;
 - 9.1.4(a.2) Forearm flashlight;
 - 9.1.4(a.3) "Side Saddle" type receiver mounted ammunition carriers;
 - 9.1.4(a.4) Factory magazine extension;
 - 9.1.4(a.5) Synthetic buttstocks (standard or pistol grip, full length);

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

- 9.1.4(a.6) Synthetic “Speedfeed” type buttstock (*standard or pistol grip, full length);
- 9.1.4(a.7) Synthetic forearm;
- 9.1.4(a.8) Night Sights.
- 9.1.4(b) Rifle
 - 9.1.4(b.1) Sling;
 - 9.1.4(b.2) Flashlight attachments;
 - 9.1.4(b.3) Magazine carriers;
 - 9.1.4(b.4) Night sights;
 - 9.1.4(b.5) Bipods.
- 9.1.4(c) Handgun
 - 9.1.4(c.1) Grip;
 - 9.1.4(c.2) Flashlight attachment

10 FIREARMS MAINTENANCE

- 10.1 Officers shall maintain all firearms issued to them, or approved for use by the Department, in proper working order. Officers shall not disassemble any Department issued or Department approved personally owned firearm beyond field stripping, as per the manufacturers recommendations for proper maintenance and cleaning. All other disassembly shall be conducted by the manufacturer, manufacturer authorized service center, or Department approved armorer.
- 10.2 Each repair or service transaction involving department owned weapons shall be documented and recorded.

11 FIREARMS PROFICIENCY, TRAINING AND TESTING (CALEA 4.3.3)

- 11.1 Courses of fire and tests designed to require the officer to demonstrate accuracy, safety, functionality and maintenance with the firearms the officer carries or uses and knowledge of laws concerning the use of firearms.
 - 11.1.1 All persons utilizing the range facilities shall follow the direction of the Range Officer/Firearms Instructor at all times.
 - 11.1.2 Courses of fire will be designed by the firearms training staff to include scores, target types, timing, distance and practical conditions that meet the needs of the officer to be prepared for duty.
 - 11.1.3 Scores will be documented as either pass/fail when appropriate or as a numerical score of no less than 70% in each component to pass.
 - 11.1.4 Proficiency tests will include demonstrated ability of the officer to accomplish the following: drawing, holstering, clearing stoppages,

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

loading, unloading, and the handling of a firearm in a safe manner, as designated by the firearms training staff.

- 11.1.5 Annual firearm proficiency qualification requirements shall consist of successful completion of two out of three courses for each authorized firearm. Frequency of qualification shall be two times per year. (CALEA 4.3.2)
- 11.1.6 Annual off-duty and back-up firearm proficiency qualification requirements shall consist of successful completion of a course of fire once per year for each off-duty and back-up weapon carried. (CALEA 4.3.2)
 - 11.1.6(a) Officers will be allowed to qualify with only one approved off-duty weapon and one approved back-up weapon per year.
- 11.1.7 All officers who are assigned special weapons and ammunition shall successfully complete qualification courses and training designed by the firearms training staff and those in charge of the affected units on an annual basis. (CALEA 4.3.2)
- 11.1.8 Remedial training shall be required of those officers who fail to achieve the minimum scores or levels of proficiency that are required by the Department. (CALEA 4.3.2, 4.3.3(c) and 33.1.5)
 - 11.1.8(a) Failure to meet the minimum standards shall result in immediate notification to the supervisor, Commander and the Chief of Police.
 - 11.1.8(b) Failure to meet the minimum standards shall result in temporary reassignment to administrative duties that do not require the use of a firearm until the standards are met.
 - 11.1.8(c) Continued failure to meet the minimum standards may result in administrative action taken against the officer as described in [SOG 103.8, Administration of Discipline](#).
- 11.1.9 The Range Officer or Firearms Instructor conducting the firearms training shall complete records documenting all firearms training for each officer. These records shall be retained by the Training Section. (CALEA 4.3.3(b))
- 11.1.10 All firearms instruction, training and qualifications shall be provided by a certified firearms instructor. (CALEA 4.3.3(a))

12 AMMUNITION SPECIFICATIONS

- 12.1 Officers shall carry all issued and approved firearms loaded with department issued ammunition, which shall not be modified in any way. (CALEA 4.3.1(b))

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

- 12.2 The Range Coordinator shall be responsible for purchasing and issuing ammunition for the Department. All ammunition purchase requests shall be routed to the Range Coordinator and must be approved by the requesting unit's Bureau Commander.
 - 12.2.1 All duty, off-duty, backup, and training ammunition shall be produced by a major commercial manufacturer of such product and approved by the Chief of Police or designee. (CALEA 4.3.1(b))
 - 12.2.2 All issued duty ammunition shall be rotated at least on an annual basis.
 - 12.2.3 The department will furnish ammunition for all department issued and approved firearms.
 - 12.2.4 The department will furnish ammunition for all approved off-duty and back-up firearms, when available.

- 13 USE OF LESS LETHAL EXTENDED RANGE IMPACT DEVICES (CALEA 4.1.4 and 4.3.1(a))
 - 13.1 There are many projectiles considered "less lethal." The primary types used by the Springfield Police Department are the: (CALEA 4.3.1(b))
 - 13.1.1 Flexible baton – 12 gauge
 - 13.1.2 Non-flexible – 37/40 mm.
 - 13.2 Technical Aspects – Kinetic Energy Impact Projectiles
 - 13.2.1 Flexible Baton – 12 gauge
 - 13.2.1(a) The standard round is a 2 ¾ inch plastic 12 gauge cartridge, containing a fabric bag, filled with lead shot.
 - 13.2.1(b) Types of rounds issued by the Springfield Police Department will be evaluated prior to use.
 - 13.2.2 Non-flexible – 37mm
 - 13.2.2(a) This 37/40 mm round contains a non-flexible projectile made of polyurethane or foam.
 - 13.2.3 Multiple Projectiles – 37/40 mm
 - 13.2.3(a) 37/40mm cartridge containing either three or five wooden batons.
 - 13.2.3(b) 37/40mm cartridge containing either three or five foam batons.
 - 13.2.3(c) 37/40mm cartridge containing multiple .31 caliber sting balls.
 - 13.2.3(d) 37/40mm cartridge containing multiple .50 caliber sting balls.
 - 13.3 Effectiveness

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- 13.6 12 gauge Flexible Baton Less Lethal Deployment Techniques
- 13.6.1 12 gauge
- 13.6.1(a) The approved assigned shotguns will be carried with lethal ammunition in the magazine.
- 13.6.1(a.1) **Any less lethal qualified officer, who is also authorized to carry a rifle, may carry their shotgun with no ammunition in the magazine to facilitate a rapid transition to less lethal capabilities. This officer will still adhere to the standards of transition as outlined in 13.6.1(d).**
- 13.6.1(b) The qualified officer will carry the approved less lethal rounds within ready access at all times during a tour of duty, preferably attached to weapon.
- 13.6.1(c) Before transitioning to less lethal ammunition, the officer shall consider:
- 13.6.1(c.1) **The level of force being confronted;**
- 13.6.1(c.2) **The proximity/access of subject to officer;**
- 13.6.1(c.3) **The department safety priorities.**
- 13.6.1(c.4) **The officer will then determine if lethal cover is necessary and appropriate.**
- 13.6.1(c.5) **Special consideration of lethal cover should be made in all cases involving subjects with firearms.**
- 13.6.1(d) Transition
- 13.6.1(d.1) **When a qualified officer transitions the weapon from lethal to less lethal ammunition status, the following procedures shall be performed. The officer is solely responsible for the condition of the weapon (lethal vs. less lethal rounds).**

1 Section 13.5.4 marked for redaction, per Policy Change Order 15-045.

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

- 14 TASER (CALEA 4.1.4 and 4.3.1(a))
 - 14.1 The TASER is a hand held battery powered Conducted Electrical Weapon. It is designed to override the sensory and motor functions of the central nervous system, causing uncontrolled contractions of the muscle tissue.
 - 14.1.1 Taser International manufactures the authorized Taser and cartridges. Officers will use only cartridges approved and issued by the Department, which will not be modified in any way. (CALEA 4.3.1(b))
 - 14.2 Employees who carry the TASER must have satisfactorily completed the SPD approved user certification training and must complete the annual qualification. Only officers trained and certified in the use of the TASER may deploy the TASER. (CALEA 4.3.3)
 - 14.2.1 The TASER shall be carried fully armed with the safety on, in preparation for use in appropriate circumstances.
 - 14.2.2 The TASER shall be carried by general duty patrol officers in an approved holster on the support side of the body. Those authorized to use the TASER who are not assigned to general duty patrol may use other department approved holsters, and carry the weapon consistent with department training.
 - 14.2.3 Approved officers shall be issued a minimum of one spare cartridge, and have it accessible in case of cartridge failure or the need for reapplication.
 - 14.2.4 The TASER settings shall be left in factory mode where both the illumination light and the red dot feature will be turned on. Any exception to this directive will require commander approval and shall be noted on the officer's monthly inspection sheet.²
 - 14.3 Loading, aiming and firing
 - 14.3.1 The TASER shall be pointed at the ground in a safe direction with the safety on during loading, unloading, or other necessary handling outside of an operational deployment.
 - 14.3.2 In preparation of firing, the TASER shall be pointed in a safe direction, taken off safe, aimed and fired in a manner consistent with SPD approved training.
 - 14.3.3 Upon firing the TASER, the officer shall energize the subject no longer than necessary to accomplish the mission objective.
 - 14.3.4 Upon gaining compliance, the deploying officer shall remove the TASER probes from the suspect in the field in the manner addressed in training, or cause the suspect to be transferred to a medical facility

² Section 14.2.4 added requiring Tasers be left in factory mode with both the illumination light and red dot feature operable, per Policy Change Order 15-045.

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

for probe removal based on the circumstances presented, and consideration of the SPD approved training program. Photographs of the affected area shall be taken after the probes are removed.

- 14.3.5 The TASER may also be used in exigent circumstances as a "touch stun" device. The unit is pressed firmly into an appropriate area based on SPD approved training.
- 14.3.6 When the TASER is used the officer will collect the air cartridge, the wire leads, and the probes. The probes will be packaged by placing them into the expended cartridge with the pointed ends of the probes facing down. Tape will be placed around the cartridge holes to secure the probes in the cartridge. The secured probes and cartridge, as well as the wire leads, will be placed into a manila envelope and labeled with a biohazard sticker. They will be logged into the property room for safekeeping (not evidence) and retained for a 6 month period, unless notification of civil action is made or requested by an investigator.
- 14.3.7 Officers who fire the TASER shall complete a Resistance Control Form and notify his/her supervisor as soon as practical.

15 INTERMEDIATE IMPACT WEAPONS (CALEA 4.1.4)

15.1 General requirements

- 15.1.1 A Department-approved baton or Department assigned TASER will be carried by uniformed officers in the field at all times while on duty.
- 15.1.2 Non-uniformed officers may carry an impact weapon at their own discretion.

15.2 Authorized impact weapons (CALEA 4.3.1(a))

- 15.2.1 Uniformed field officers will have readily available a one piece straight baton consisting of either natural wood or polycarbonate. The length of the baton shall be no less than 24 and no greater than 27 inches. The diameter of the baton will be no less than 1 ¼ inches and no greater than 1 3/8 inches.
 - 15.2.1(a) An expandable straight baton along with a carrier will be issued to all sworn personnel who have received training.
 - 15.2.1(b) A one-piece straight baton will be issued to all uniformed officers who have received training.
 - 15.2.1(c) Personally owned impact weapons may be carried by sworn personnel if inspected and evaluated by the Defensive Tactics Instructor/Trainer or designee and approved by the Chief of Police. (CALEA 4.3.1(c))

15.3 Baton Carriers

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

- 15.3.1 Carriers for batons will be consistent with established uniform standards and of the type and nature required to properly secure the baton.
- 15.3.2 Uniformed officers will be required to have only the carrier on their duty belt for the baton that is routinely carried while on duty.
- 15.3.3 Non-uniformed officers will not be required to use a belt carrier for securing the baton.

16 INTERMEDIATE IMPACT WEAPONS TRAINING

- 16.1 Training will be designed to require the officer to demonstrate proficiency with the types of weapons carried and knowledge of the laws and policies concerning the use of an intermediate weapon.
 - 16.1.1 All officers will complete a basic course of instruction in the proper use of and skill development of each type of approved impact weapon, prior to being authorized to carry the weapons while on duty.
 - 16.1.2 Officers will complete an annual recertification course in the use of impact weapons.
 - 16.1.3 All training courses will meet with POST approval along with approval of the Training Director and the Chief of Police.
 - 16.1.4 Remedial training shall be required of those officers who fail to achieve the minimum levels of proficiency that are required by the Department. (CALEA 33.1.5 (a))
 - 16.1.4(a) If the officer fails to meet the standard, the Defensive tactics instructor will inform the supervisor, Commander and the Chief of Police for further action.
 - 16.1.4(b) Continued failure to meet the minimum standards may result in administrative action taken against the officer as described in [SOG 103.8, Administration of Discipline](#).

17 LESS LETHAL/TASER/INTERMEDIATE IMPACT WEAPONS RECORDS (CALEA 4.3.1(e))

- 17.1 The Quartermaster is responsible for maintaining a record for each issued weapon other than firearms.
- 17.2 The Special Response Team is responsible for maintaining a record for each special weapon (firearm, less lethal, launchers, foggers, tasers, etc.) maintained in that unit.
- 17.3 A record shall include:
 - 17.3.1 Type of weapon/munition
 - 17.3.2 Manufacturer

SOG 304.5

Training, Proficiency, and Use of Weapons

Effective Date: 10/06/2015

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19 LESS LETHAL/CHEMICAL TRAINING & PROFICIENCY RECORDS

- 19.1 At least annually, each employee shall receive in-service training on use of force policy and demonstrate proficiency with each approved less lethal weapon and chemical weapon that the employee is authorized to use. (CALEA 4.3.3)
 - 19.1.1 Such training shall be provided by an appropriate certified weapons instructor. (CALEA 4.3.3(a))
 - 19.1.2 Proficiency training records shall include results from tests or demonstrations, dates, and rosters of attending officers. These records shall be maintained by the Training Section. (CALEA 4.3.3(b))
 - 19.1.3 Remedial training shall be scheduled for employees who are unable to qualify with an authorized weapon. The weapons system instructor shall notify the immediate supervisor and the Bureau Commander of the employee's remedial status. (CALEA 4.3.3(c) and 33.1.5)
 - 19.1.3(a) Until the employee achieves full certification, s(he) shall not be permitted to operate the specific weapons system other than in a training environment.
 - 19.1.3(b) The employee may be temporarily reassigned pending successful completion of training and certification.
 - 19.1.4 Upon the third failed attempt to achieve certification, the weapons system instructor shall forward copies of all training records to the employee's commander for possible administrative action. (CALEA 4.3.3(c) and 33.1.5)

IV Attachments