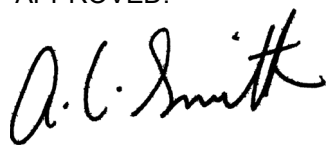




Department of
Rehabilitation & Correction

SUBJECT: APA Firearms Policy	PAGE <u> 1 </u> OF <u> 13 </u>
	NUMBER: 104-TAW-01
RULE/CODE REFERENCE: ORC 2929.13, 5149.05; OAC 1-1-39	SUPERSEDES: 104-TAW-01 dated 01/02/18
RELATED ACA STANDARDS: 4-APPFS-3A-04, 3A-23; 4-APPFS-3B-01 thru 3B-05	EFFECTIVE DATE: March 2, 2020
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish the standards, rules, and procedures concerning the oversight, issuance, carrying, use, safety, and maintenance of firearms by officers and employees of the Adult Parole Authority (APA) pursuant to all applicable sections of the Ohio Revised Code (ORC).

III. APPLICABILITY

This policy applies to employees of the APA, especially staff who carry firearms in the performance of their duties.

IV. DEFINITIONS

Annually - A 12-month period.

APA 40-Hour Basic Firearms School - The centralized, introductory firearms training as provided by the Corrections Training Academy (CTA) based upon agency needs, the Ohio Department of Rehabilitation and Correction (ODRC) standards, and the standards of the Ohio Peace Officer Training Commission (OPOTC).

Carry - Wearing state issued or approved personal firearm and authorized ammunition.

Certified in Firearms - The meeting of all statutory requirements to carry a firearm in addition to the satisfactory completion of the OPOTC 40-Hour Basic Firearms School, an acceptable score on the defensive tactics and subject control (DT/SC) initial proficiency test along with subsequent annual proficiency demonstrations with acceptable scores in firearms and DT/SC for purposes of recertification.

Concealed Firearm - A firearm that is not visible or likely to become visible to any person.

Enterprise Information Management (EIM) - The site on the ODRC intranet commonly called the “dashboard,” that contains a variety of data collection and reporting tools for ODRC staff, including the special incident reporting application.

Firearm Armorer - An ODRC employee certified in firearm armorer duties by an approved firearm manufacturer or approved firearm manufacturer representative and authorized by the CTA training supervisor to inspect, repair, service, and maintain APA firearms.

Firearms Instructor - Any ODRC employee who is currently certified by OPOTC to train employees in the use of firearms. Pursuant to OPOTC standards, only OPOTC certified Basic Firearms Instructors may conduct the APA 40-Hour Basic Firearms School. Those certified by OPOTC to conduct recertification sessions annually may lead said sessions.

Fully Loaded Firearm - The Glock Model 19 9mm Semiautomatic must have one round in the chamber and a fully loaded magazine (15 rounds) in the gun along with two additional fully loaded magazines (15 rounds in each) for a total of 46 rounds of duty ammunition.

Proficiency - The ability, using the approved/authorized firearm, to shoot the course of fire promulgated by the OPOTC for use by the CTA, to receive a passing score, to successfully demonstrate the proper firearm grip, stance, sight alignment, pass the proficiency evaluation, and to handle a firearm in a safe manner.

Recertification or Regualification - An annual training program, approved by the CTA, in consultation with OPOTC, consisting of the satisfactory compliance with safety standards, agency policies and firearms proficient test, occurring after the satisfactory completion of the APA 40-Hour Basic Firearms School. Every firearm certified staff member must successfully complete said training annually.

Revocation of Authorization - Temporary cancellation/suspension of an employee’s firearm authorization.

Unannounced Equipment Inspections - Inspections to determine if all employees who are authorized to carry firearms and who have received DPCS Pepper Spray training have the following: handcuffs, pepper spray, agency identification, badge, and firearm (two fully loaded semiautomatic pistol magazines, all with state-issued duty ammunition).

Unconcealed Firearm - A firearm that is visible or likely to be visible to any person.

V. **POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) that the Division of Parole and Community Services (DPCS) shall establish and closely monitor firearm requirements and standards governing use of force, firearm use, firearm safety, firearm eligibility, firearm instructors, firearm authorization, firearm access, and safety equipment/supplies.

VI. PROCEDURES**A. Authorization**

1. No employee shall be authorized to carry a firearm if prohibited by federal, state, or local law. This includes, but is not limited to, any employee who is drug dependent, in danger of drug dependence or a chronic alcoholic as set forth in ORC section 2923.13 or is determined by physician or licensed psychologist or psychiatrist to be incapable of safely carrying, handling, or having control of a firearm while performing official duties.
 - a. An employee receiving mental health services, taking a prescribed mind-altering medication, or otherwise under the care or treatment of a physician, licensed practitioner, licensed psychologist or psychiatrist for a medical, mental health or substance abuse condition/problem shall report the medication or nature of the treatment to the supervisor/designee at such time as the medication is prescribed or provided and/or the care and/or treatment begins.
 - b. The supervisor shall report the information to the regional administrator/designee or Parole Board chair/designee. The employee may be required to obtain a statement from their physician or treatment provider which indicates the employee is capable of safely carrying, handling, and having control of a firearm while performing official duties. If a state paid or contracted physician or treatment provider and an employee's private physician or treatment provider both evaluate the employee, the state paid or contracted physician or treatment provider's opinion shall take precedence in deciding whether the employee shall be authorized to carry a firearm.
 - c. The chief of the APA/designee shall review all medical and/or treatment documentation submitted in consideration of firearm authorization.
2. Employees are not authorized to carry their state issued firearm or equipment while performing any outside employment duties.
3. Possession of a valid concealed carry weapon license or permit, issued pursuant to Ohio's or another state's concealed handgun law, does not authorize an employee to carry a personal firearm or any personal firearms-related equipment while performing official duties.
4. In addition to the above requirements, parole officers hired on or after October 1, 2002 must receive approval on the Physician's Statement (DRC1481) prior to receiving initial authorization to carry a firearm.

B. Firearms Access

1. All employees authorized to carry a firearm shall always wear their authorized fully loaded firearms during the normal workday, subject to the exceptions set forth in section VI.B.5 of this policy.

2. Authorized employees shall also carry a fully loaded firearm, ODRC employee identification card, badge and handcuffs. In addition, authorized employees must carry their pepper spray.
3. When an employee is in an area where carrying a firearm is prohibited, the employee shall, with the prior approval of the supervisor/designee, secure their firearm and firearm-related equipment out of view in a locked file cabinet in their office or their motor vehicle. If the weapon is secured in a motor vehicle, it must be secured in a state-issued vehicle lock box. Employees may secure their weapon in their vehicle during non-business hours in a state-issued vehicle lock box. Employees are not permitted to secure their weapon in their vehicle overnight without prior approval from their regional administrator/designee. If approval is granted, the weapon must be secured in a state-issued vehicle lock box.
4. An employee shall not leave the state issued firearm or firearm related equipment in an office overnight or during non-business hours regardless of how the firearm is secured.
5. The following are exceptions to an employee wearing a weapon while on duty:
 - a. If a court, other law enforcement agency, custody facility (i.e., jails or community based correctional facility), or halfway house prohibits the carrying of the firearms at certain locations (e.g., courtrooms, secure areas of a law enforcement complex, specific areas of a facility, etc.).
 - b. If the employee attends a meeting, conference, training, seminar or workshop away from the normal worksite for a full day or more where a firearm is inappropriate and/or unnecessary. The employee may store their weapon at their dwelling including, but not limited to, a parent's residence, significant other's residence, hotel.
6. Authorized firearms may be worn while off duty. If an authorized firearm is worn while off duty, the firearm shall be worn fully concealed and worn in conjunction with an ODRC employee identification card, badge, and handcuffs. If an authorized firearm is worn while off duty, employees are strongly encouraged to wear body armor and all equipment identified in section VI.B.2 of this policy. Employees shall use good judgment, common sense, and discretion in carrying authorized firearms while off duty. Employees shall comply with all applicable laws and ordinances.
7. An employee shall never carry a firearm while under the influence of intoxicants or a mind-altering substance.
8. When officers are off duty and not carrying, the officer shall store their state issued or authorized firearm at their dwelling including, but not limited to, a parent's residence, significant other's residence, hotel, etc.
9. When officers, including parole board parole officers (PBPOs), are reporting to an institution for the workday, they shall secure their state issued or authorized firearm and safety equipment in their vehicle in a state-issued lock box, or at the institution's approved lockable storage containers.

10. Unless an employee is attending a firearm training class, an employee conveying firearms and/or ammunition onto the grounds of the CTA must immediately report such to a CTA supervisor upon arrival so the firearms and/or ammunition may be appropriately secured in the CTA arsenal. When attending a firearm training class at CTA, employees shall not remove any firearms, ammunition, or magazines from the CTA range area without the permission of the firearms instructor and/or CTA supervisor.
11. When not conducting planned field work, regional administrators have the discretion to carry, at a minimum, a firearm, fully loaded with state-issued duty ammunition, ODRC employee identification card, and an APA badge.
12. In addition to carrying a required round in the chamber and three fully loaded magazines, authorized employees may carry up to two (2) fully loaded magazines (15 rounds in each magazine) for the authorized firearm. The employee must receive permission from the regional administrator/designee to carry additional magazines. The additional ammunition and magazine must be state issued and documented in asset management.

C. Unannounced Equipment Inspections

1. The regional administrator/designee shall order an annual unannounced equipment inspection in each region, to include APA transport staff, and the Parole Board shall order an unannounced equipment inspection for PBPOs to determine whether employees have the appropriate equipment.
 - a. The equipment inspection shall consist of the following: handcuffs, pepper spray, ODRC employee identification card, badge, and fully loaded firearm if authorized to carry.
 - b. The inspections shall be conducted by a designated staff member proficient in firearms, selected by the regional administrator, and under the supervision of one or more exempt employees. The exempt employee may assist with the inspection of the firearm if designated by the regional administrator. The exempt staff not designated by the regional administrator but involved with the inspection may inspect handcuffs, pepper spray, ODRC employee identification card, badge and any other non-firearm issued equipment.
2. Additional unannounced equipment inspections may be initiated at any time by a regional administrator/designee, chief of the APA/designee or Parole Board chair/designee.
3. The results of all equipment inspections shall be documented on the APA Firearm, Pepper Spray & Other Safety Equipment Inspection form (DRC3473) and provided to the regional administrator, Parole Board chair, investigations coordinator, and chief of the APA/designee. Employees who fail to meet all criteria of the equipment inspection shall be referred for investigation which may result in discipline.

D. Maintenance of Firearms

1. Employees authorized to carry firearms shall receive routine training in the care, cleaning, and maintenance of firearms. The employee is responsible for caring, cleaning and maintaining the firearm to ensure the firearm is fully operable.
2. To determine if the equipment is clean and functioning properly, firearm instructors shall inspect each employee's firearm and holster annually during firearms training, and more frequently if deemed necessary.
3. If an employee suspects a firearm is not functioning properly, the employee is responsible for arranging to have the firearm inspected by a firearms instructor who may recommend the firearm be serviced by a firearm armorer.
4. Repair of personal weapons is the employee's responsibility.
5. State issued firearms that become inoperable, unsafe, or in need of repair shall be reported to the regional administrator or Parole Board chair/designee utilizing an Incident Report (DRC1000). The regional administrator/designee, and Parole Board chair shall notify CTA to determine the location of an armorer.
6. If a firearm becomes inoperable, unsafe or in need of repair, a replacement firearm shall be issued to the employee while the firearm is being inspected. The employee does not need to recertify with the replacement firearm if the replacement firearm is comparable in make and model to the original firearm. The issuance of a replacement weapon shall be the responsibility of the regional administrator/designee. Information regarding the replacement weapon's serial number and the status of the weapon being taken out of service shall be reported to the armory supervisor.
7. No modifications shall be made to any state issued firearm by an employee, except for the replacement of grips, and then only with the approval of a firearms instructor. In the event a staff member seeks to modify a state issued or approved duty weapon, a modification request shall be submitted to the regional administrator/designee for approval using the Firearms Modification Request (DRC1234). The request shall be reviewed by an armorer and a written response shall be provided to the employee regarding the modification decision.

E. Display or Pointing of Firearms and Related Equipment

1. Inappropriate display or use of firearms and equipment that is inconsistent with professional behavior including behavior that constitutes a violation of ODRC Policy 31-SEM-02, Standards of Employee Conduct, shall not be tolerated and may result in revocation of the employee's authorization.
2. The pointing of a firearm at or towards another individual is appropriate only when the employee has either a reasonable belief that their life or the life of others may be in danger or a reasonable belief that there is a threat of serious bodily harm to self or others. Firearms may only be utilized in compliance with ODRC Policy 104-TAW-02, APA Use

of Force, and Administrative Regulations 5120:1-1-37, Authority to Carry Firearms, and 5120:1-1-39, Use of Force.

F. Firearms Concealment/Unconcealment

1. When firearms are worn on duty, they may be worn concealed or unconcealed. However, there may be specific circumstances when wearing a firearm unconcealed is not in the best interests of the offenders, the public, fellow employees, other law enforcement agencies or ODRC, and the unit supervisor/designee or regional administrator/designee may require the wearing of the firearm in a concealed manner consistent with this policy.
2. When the firearm is worn unconcealed:
 - a. Employees must always wear their body armor except when they are in the office;
 - b. Employees must wear their badge in a location clearly visible to anyone, such as on a belt or a lanyard around the neck.
3. When the firearm is worn concealed:
 - a. Employees must wear body armor while conducting official APA field work to include:
 - i. Home visits;
 - ii. Arrests;
 - iii. Placements;
 - iv. Employment Visits;
 - v. Offender Transports.
 - b. Employees must conceal the firearm when carrying a state issued firearm off duty.
 - c. Employees are not required to wear body armor while conducting business in the following types of locations:
 - i. Jails/Lockup Facilities;
 - ii. Courthouse;
 - iii. Office.

G. Reporting Requirements

1. Whenever an employee points the firearm at an offender or a citizen, the employee shall immediately notify their supervisor/designee and complete and distribute by the end of the workday all necessary written incident reports pursuant to ODRC Policy 01-COM-08, Incident Reporting and Notification, and ODRC Policy 104-TAW-02, APA Use of Force. Should the incident occur during an APA firearms training session, the employee shall follow the instructions of the firearms instructor with regards to reporting the incident.

2. Except during APA firearms training sessions, whenever an employee discharges a firearm, either accidentally or in the performance of agency duty, or whenever an employee is fired upon by another individual, the employee shall notify the supervisor/designee and complete an Incident Report (DRC1000) by the end of the workday pursuant to ODRC Policy 01-COM-08, Incident Reporting and Notification.
 - a. The employee's supervisor/designee shall immediately notify the regional administrator/designee or Parole Board chair/designee. The regional administrator/designee and Parole Board chair shall notify the chief of the APA/designee and investigations coordinator.
 - b. A Special Incident Report shall be completed in Enterprise Information Management (EIM) within one (1) business day pursuant to ODRC Policy 104-TAW-02, APA Use of Force, and ODRC Policy 01-COM-08, Incident Reporting and Notification.

H. Warning Shot

A warning shot is NEVER permitted under any circumstances.

I. Complaints Regarding Display or Use of Firearms

Upon receiving any complaint concerning the inappropriate display, pointing or use of a firearm by an employee, the supervisor/designee shall immediately notify the regional administrator/designee or Parole Board chair/designee. The regional administrator or Parole Board chair shall notify the chief of the APA/designee. A Special Incident Report shall be completed in EIM pursuant to ODRC Policy 01-COM-08, Incident Reporting and Notification.

J. Lost/Stolen Firearms

1. In the event an authorized firearm becomes lost or stolen, the employee shall immediately:
 - a. Report the theft or loss to the local post of the Ohio State Highway Patrol (OSHP), local police, or sheriff's office. The report shall include the firearm's serial number, details of the loss or theft, person discovering the loss or theft, etc.
 - b. Notify the supervisor/designee, who shall immediately notify the regional administrator/designee or Parole Board chair/designee. The regional administrator/designee or Parole Board chair/designee shall notify the chief of the APA/designee and investigations coordinator.
 - c. Submit an Incident Report (DRC1000) by the end of the workday pursuant to ODRC Policy 01-COM-08, Incident Reporting and Notification, to the chief of the APA with distribution to the appropriate DPCS administrators.

2. If a state issued firearm or any firearm-related equipment were lost or stolen due to an employee's negligence or carelessness, the employee shall be responsible for reimbursement of the firearm or equipment as determined by the chief of the APA/designee and the investigations coordinator.

K. Revocation and Termination of Authorization to Carry a Firearm

1. All authorizations to carry a firearm terminate annually.
2. Failure to maintain firearm proficiency and retain firearm authorization shall result in immediate revocation of authorization to carry a firearm, as outlined in ODRC Policy 39-TRN-15, APA Firearms Training.
3. The chief of the APA/designee, the CTA superintendent, regional administrator/designee, investigations coordinator, Parole Board chair or unit supervisor, acting in consultation with the regional administrator, may temporarily revoke an employee's authorization to carry a firearm for good cause. Allegations of non-compliance with the provisions of this policy, ODRC Policy 104-TAW-02, APA Use of Force, other policies, or allegations of a violation of the ODRC Standards of Employee Conduct, may result in temporarily revoking a firearm authorization and reporting the revoking action for review or investigation. Examples of such non-compliance or allegations of violations may include, but are not limited to, the following:
 - a. Improper use of a firearm, pepper spray, or other safety equipment;
 - b. Engaging in unsafe behavior with a firearm, pepper spray, or other safety equipment;
 - c. Damaging a firearm or other safety equipment by negligence, carelessness, or abuse or otherwise altering or inappropriately or unsafely modifying a firearm or safety equipment;
 - d. Being suspended, terminated, or placed on administrative leave pending the results of a criminal or administrative investigation;
 - e. Carrying a firearm on duty for which there is no current authorization;
 - f. Documented (including employee self-admission) serious physical impairment; drug/alcohol use/abuse or dependency; emotional problems which impair judgment, including stress; use of a medication prescribed by a physician that could impair judgment, or a report from an attending physician, mental health professional or other treatment provider indicating that the employee not capable of performing job duties;
 - g. Using a state issued firearm or other safety equipment for non-ODRC duties (e.g., private security work, law enforcement work, HB 12 "Concealed Carry" training, etc.);
 - h. Inappropriate, improper or excessive use of force; or
 - i. Failure to attend announced and scheduled safety training, including defensive tactics subject control (DT/SC), pepper spray, field tactics or any firearms training/recertification without the documented approval of the supervisor/designee and/or regional administrator/designee or Parole Board chair/designee.

4. When an authorization is revoked, written notice, including the reasons, shall be provided to the employee by the regional administrator/designee or Parole Board chair/designee. In addition, the employee's supervisor or staff designated by the regional administrator shall meet personally with the employee and tell them not to carry a firearm or any firearm-related equipment while performing APA duties until instructed otherwise.
 - a. If the employee is authorized to carry a state issued firearm, the firearm and related equipment must be surrendered by the employee to the supervisor/designee. The Equipment Issue & Retrieval Documentation form (DRC3143) shall be used to document the retrieval of the firearm. The firearm and related equipment shall be stored in a safe manner until the equipment can be turned over to a regional administrator/designee.
 - b. If the employee is authorized to carry a personal firearm, the employee shall be instructed by the supervisor/designee to take the personal firearm and related equipment home to secure; however, the employee shall surrender the state issued duty ammunition and all other related equipment, and the exchange shall be documented on the Equipment Issue & Retrieval Documentation (DRC3143).
5. The staff who temporarily revokes an employee's firearm authorization must immediately report the action to the investigation's coordinator and superintendent of the APA. The investigations coordinator shall review the situation and provide a recommendation to the chief of the APA concerning the employee's authorization and any further action that should be taken.
6. No attempt shall be made to confiscate a firearm or firearm-related equipment from an employee who appears unstable or under the influence of any drug or alcohol without securing the immediate assistance of a law enforcement agency. Except in emergencies, other employees shall not be asked or instructed to assist in confiscating a firearm or firearm-related equipment from another employee who appears to be unstable or under the influence of any drug or alcohol.
7. When a firearm authorization is temporarily revoked, it shall only be restored by the chief of the APA/designee, who may restore the authorization with specific conditions that must be met by the employee to maintain the firearm authorization. If the employee's annual authorization lapsed during the period of revocation, the employee must take the necessary steps to secure recertification as per the procedures outlined in this policy.
8. A decision by the chief of the APA/designee to indefinitely revoke or terminate an employee's firearm authorization shall be communicated to the employee in writing and shall result in cancellation of the employee's risk supplement pay.
9. Carrying any unauthorized firearm while on duty shall result in the cancellation of the employee's authorization and risk supplement by the chief of the APA/designee and referral to Investigations.

L. Protective Vests / Body Armor

Staff authorized to carry firearms are required to wear the vests/body armor during all firearm training sessions and as outlined in sections VI.F.2 and VI.F.3 of this policy. The wearing of vests/body armor in the office setting is encouraged but not mandatory.

M. Exceptions to Carrying Firearm Requirement

1. If requested in advance, an employee may request their attendance at firearm training or carrying their firearm be temporarily waived when a specific condition exists that may hinder the proper carrying or handling of a firearm and upon submitting appropriate documentation to the supervisor/designee (e.g., documentation of an injury or medical condition; documentation of prescribed mind altering medications, documentation from a qualified professional that the employee should not handle a firearm, etc.).
2. The supervisor/designee, with the approval of the regional administrator/designee or Parole Board chair/designee, has the authority to waive the carry requirement for a period not to exceed ninety (90) calendar days. If a waiver is granted, the regional administrator/designee or Parole Board chair/designee must notify the CTA training supervisor and chief of the APA/designee. Risk supplement pay shall not be impacted by the waiver.
3. If an exception to the attendance at firearm training or carrying a firearm is likely to cause the employee to exceed their certification period by more than ninety (90) calendar days, the employee shall submit the appropriate documentation to the supervisor outlining the basis for not attending the training. The supervisor/designee shall submit a copy of the documentation to the regional administrator/designee and CTA training supervisor.
4. The regional administrator/designee shall forward the documentation and a recommendation to the chief of the APA/designee, who shall review the material and take appropriate action, which may include extending the employee's firearm authorization with specific conditions or revoking the firearm authorization and terminating the employee's risk supplement pay. In any event, the employee shall be notified in writing of the chief of the APA/designee's decision.
5. Any other exceptions to this policy must be approved by the chief of the APA or designee.

N. Retirement Service Weapon Purchase

1. An APA employee in the parole officer classification series shall be given an opportunity to purchase their service weapon upon retirement from ODRC, subject to the following requirements:
 - a. The employee must have served in the parole officer classification series for at least fifteen (15) consecutive years immediately preceding the date of retirement;
 - b. The employee's retirement shall not be for reasons of psychological disability or pursuant to a pending disciplinary action;

- c. The employee must not be prohibited from possessing or owning a firearm by the ORC.
2. An employee who wants to purchase their service weapon upon retirement shall inform the APA superintendent/designee at least sixty (60) calendar days prior to the retirement date. The employee shall complete the requestor's information section in the Request for Purchase and Release of Retiree's Service Weapon form (DRC3046). The form shall be submitted to the APA weapon purchase coordinator designated by the APA superintendent.
3. The APA weapon purchase coordinator shall complete the Request for Purchase and Release of Retiree's Weapon form (DRC3046) by:
 - a. Verifying the form was submitted within the appropriate timeframes;
 - b. Completing the required LEADS check for verification that the employee is not prohibited from possessing a weapon by the ORC;
 - c. Verifying the employee's service weapon type and serial number in OAKS Asset Management;
 - d. Verifying with personnel that the retirement isn't for psychological disability;
 - e. Verifying with DPCS investigation section that there isn't any pending disciplinary action;
 - f. Verifying with the Business Office the purchase price of the weapon.
4. Once the Request for Purchase and Release of Retiree's Weapon form (DRC3046) is complete, the weapon purchase coordinator shall forward the form to the APA superintendent/designee for review.
5. The completed Request for Purchase and Release of Retiree's Weapon form (DRC3046) shall be forwarded to the appointing authority for approval or denial.
6. The weapon purchase coordinator shall contact the employee, unit supervisor and regional administrator to advise of the decision.

If the purchase was approved, the weapon purchase coordinator shall inform the employee of the purchase price and the required method of payment.
7. Upon verification that the payment was received, the weapon purchase coordinator shall, in consultation with the ODRC Business Office, take the appropriate actions to retire the weapon in asset management. This shall be done pursuant to all Ohio Department of Administrative Services (DAS) policies and procedures.
8. Upon verification that the weapon has been retired as a state asset, the weapon purchase coordinator shall contact the employee to schedule a meeting with the vendor to complete the transfer. The vendor shall be approved to conduct a transfer pursuant to all applicable federal and/or state firearm regulatory requirements. The following shall occur:
 - a. The weapon purchase coordinator, along with the employee, shall meet at the vendor's location for the transferring of the weapon;

- b. The employee shall complete all required paperwork and pay all costs associated with the transfer;
- c. The weapon purchase coordinator shall ensure the staff member receives the weapon once the transfer process is complete.

Attachments:

Appendix A FY 2016 Approved List of Firearms & Firearm Related Equipment

Related Department Forms:

Incident Report	DRC1000
APA Firearm Weapons Form – Duty Approved & Certified to Carry List	DRC1052
APA Firearm Modifications Request	DRC1234
Physician’s Statement	DRC1481
Request for Purchase and Release of Retiree’s Weapon	DRC3046
Equipment Issue & Retrieval Documentation Form	DRC3143
APA Firearm, Pepper Spray & Other Safety Equipment Inspection Form	DRC3473

Appendix A
(ODRC Policy 104-TAW-01)

FY 2016 Approved List of Firearms & Firearm-Related Equipment

ODRC Policy 104-TAW-01, APA Firearms, requires a list of firearms, ammunition, holsters and magazines approved for firearm authorized staff members. ODRC Policy 39-TRN-15, APA Firearms Training, explains the process by which basic firearms and requalification training shall be conducted.

- **Firearms - 9mm Semiautomatic Pistols:** Staff authorized to carry a firearm are approved to carry a 9mm Glock semiautomatic pistol to include Model 19. Personal Model 19 Glocks shall be law enforcement model with factory installed metal night sights.
- **Ammunition:** All staff authorized to carry a state issued or personal firearm must use state issued ammunition while on duty and during all firearm practice and proficiency testing/requalification training sessions. Staff issued a Glock semiautomatic pistol must use personal ammunition that meets department specifications when practicing during non-duty hours. Staff authorized to carry a personal firearm must use personal ammunition that meets approved department specifications when practicing during non-duty hours. Questions about ammunition specifications should be directed to the CTA superintendent. The ammunition shall be from a major manufacturer such as Winchester, Remington, Hornady, and Federal. The below listed descriptions will ensure consistency in use, align with the agency's purchasing process, and provide top of the line duty and training ammunition in the field. The following types of ammunition are approved for use by the APA:

9MM

Duty rounds for APA 9MM/ 124-147 grain +P Hollow Point (HP) from a major manufacturer.

Training rounds for APA 9MM/ 115-147 grain Full Metal Jacket (FMJ) from a major manufacturer or any duty ammunition that has exceeded its 5-year shelf life or any duty ammunition that has been issued and being returned for the annually duty exchange.

Duty ammunition shall be provided to APA staff annually; ammunition for APA staff practice will be offered to staff annually, pursuant to current procedures and practices.

- **Directional Hip Holsters:** 9mm semiautomatic pistol level two holsters- issued by the Division is approved. The holster must be made of high-impact molded plastic. It must be configured to facilitate a natural draw and it must have a level two retention device and covered trigger area. The holster must attach securely to the staff member's belt. Prior to the staff member carrying the holster, the staff member must demonstrate proficiency with the holster during a live-fire training session with a firearms instructor.
- **Duty Belts:** Staff authorized to carry a state issued firearm or approved personal firearms are approved to wear personal duty belts that facilitate the organization and carrying of safety equipment, such as a firearm, handcuffs, magazines, pepper spray, etc. The belt should be inspected by a firearms instructor to ensure it meets all the necessary safety requirements. All personal duty belts must meet the concealed/unconcealed carry requirements of ODRC Policy 104-TAW-01, APA Firearms.

- **Law Enforcement Task Force Firearms, Ammunition & Holsters:** Parole officers assigned to a Task Force may carry firearms in which they were certified through the Task Force. All certifications and/or re-qualifications for these firearms shall be maintained through the lead agency of the Task Force. The Task Force parole officers shall notify the regional administrator of any additional firearm certifications.
- **Gun Storage Lock Box:** A lockable storage container is supplied to all APA staff authorized to carry a weapon. The lock box shall be tethered to a permanent structure in the vehicle such as the seat frame, trunk frame, or spare tire frame. In addition to securing the firearm into the lock box, staff shall ensure the lock box is not in plain sight. Each lock box comes with two (2) barrel keys specific to that box. For security reasons, Hornady will not provide replacement keys. ODRC/CTA does not maintain copies of the Hornady Lock Box keys.