

<b>10.3 Sheriff's Armory and Firearms/TASER Maintenance</b>
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10.3.1 Armory (Firearms)

The Office will maintain an armory where firearms **shall** be stored and repaired. Responsibility for the security of the armory shall rest with the Training Administrator. At the designation and supervision of the Training Administrator, a master armorer shall maintain an inventory of all weapons and ammunition stored in the armory. The inventory shall contain the make, model and serial number of all weapons in the armory; the caliber and type of all ammunition; the date and time of the inventory. The master armorer shall also maintain a weapon sign-out log for each weapon in the armory, indicating the make, model, and serial number of that particular weapon. Inventories will be done as directed by the Training Administrator.

When issuing a weapon from the armory, the master armorer will only issue the weapon to the deputy who will be using it. The deputy will be required to sign for the weapon by properly and completely filling out the appropriate form(s) and the master armorer shall sign as witness. When a weapon is returned to the armory, the master armorer will check to see that the weapon is unloaded and in safe working order, and will have the deputy sign the weapon back in on the appropriate form(s). The master armorer will also sign the sheet in the proper place to indicate receipt of that weapon.

All firearms that are property of the Office, but not currently issued to a deputy, will be stored in the armory. Office-issued firearms which have been surrendered per suspension or non-officer status will be stored in the armory. If a supervisor confiscates an Office-issued firearm, the firearm will be transferred to the custody of an armorer or Training Administrator and stored in the armory as soon as feasibly possible.

Weapons shall be stored in a locker in such a way as to be visible when the locker is opened; weapons shall be stored empty of any ammunition. Loaded magazines, apart from weapons, may be stored in the same locker.

Only the Training Administrator, armorers **and designated TASER custodians** may have keys to the armory. Keys to the armory and weapons storage lockers are not to be issued or loaned to anyone not listed above. When the armory is secured, the alarm system must be activated.

### 10.3.2 Maintenance of Firearms

Deputies who are authorized by the Sheriff to carry firearms are required to use the utmost care in the handling, use, and maintenance of such weapons. Each individual deputy is responsible for the cleaning and basic care of any firearm which they are issued or authorized to use. All deputies will maintain their weapons in a clean and operable condition at all times, conforming to all guidelines taught in training. All authorized firearms are subject to unannounced inspection by the Training Administrator, armorers and supervisory personnel.

Any deputy who discovers a problem with their authorized firearm which cannot be rectified by basic user maintenance as described in training, shall immediately cease using or carrying the firearm, notify their immediate supervisor, and have the firearm inspected by an armorer. If the firearm is Office-issued, the armorer will make repairs or arrange for repairs. If the firearm is personally owned, the armorer will advise the deputy to have the weapon repaired by a factory-authorized gunsmith.

No deputy shall tamper with, or alter or allow to be altered, any Office-issued firearm other than that permitted elsewhere in this directive or as otherwise authorized by the Training Administrator. This requirement shall also apply to any privately-owned firearm which has been approved for off-duty or back-up use. Any repairs or alterations must be done by an Office armorer or a factory authorized gunsmith. This shall include, but is not limited to, installation or replacement of sights, grips, action jobs, or any alterations designed to change the factory specifications for the firearm.

All loading and unloading of firearms will be done in the manner taught in training, with the utmost regard for safety. Deputies must be aware that the majority of accidental discharges occur during loading and unloading.

The Office armorers shall, on an annual basis, see that all Office-owned firearms are completely stripped, thoroughly cleaned, and examined for wear or defects. The armorers will perform any maintenance within their capabilities and arrange for necessary advanced maintenance. The armorers shall document all maintenance, identifying each weapon by make, model, and serial number.

### 10.3.3 Armory (TASER)

The armory will be utilized for the secure storage of surplus TASERS, as well as batteries and cartridges. At the designation of the Training Administrator, a TASER custodian shall maintain an inventory of all TASERS, batteries and cartridges stored within the armory. This designee shall also maintain a sign-out

log for each TASER in the armory, indicating model, serial number and agency-issue number. Inventories will be done as directed by the Training Administrator.

All TASERS that are not currently issued to a deputy shall be stored in the armory. If a TASER is surrendered to a supervisor, it shall be transferred to the armory as soon as feasibly possible.