

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3. 1. 22
SECTION:	1	Security and Control	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	22	Firearms, Armory and Weapons Storage	
STANDARDS: ACA - 4 – ALDF: 1C-14, 2B-04, 2B-06, 07; 2B-08 (M), 7B-14 (M)			
APPROVED: _____			REVIEW DATE: 7 / 21 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 3.1.22 dated of 6/20/09. Cancel: 3.1.31- Armory Operations dated 5/22/06			

I. POLICY

The St. Louis City Division of Corrections (DOC) will ensure that all Security staff and Corrections Officers are authorized to use firearms and are properly trained in the use, control, safety and storage of firearms.

II. RESPONSIBILITIES

All DOC Staff authorized to use firearms are responsible for adhering to the following procedures.

III. DEFINITIONS

Armory: Designated weapons storage room.

Armorer: A custody staff designated by the Chief of Security.

Designee: For the purpose of this policy, the term designee shall include the following persons:

- 1) The Detention Center Superintendent.
- 2) The Unit Manager.
- 3) The Chief of Security.

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- 4) The Shift Supervisor, and.
- 5) The Area Supervisor.

IV. PROCEDURES

A. General Information

1. Each facility has designated secure weapon storage area and a written post order for their safe use and handling.
2. The Commissioner will approve the type and quantity of firearms to be stored in the facilities. The Safety Coordinator and the Armorer are responsible for their upkeeps.
3. Custody staff who have been trained, certified, and authorized will be allowed to use institution approved firearms.
4. Amendments to the Federal Gun Control Act prohibit any person who has been convicted of a misdemeanor involving domestic violence from possessing any firearm or ammunition, even in the performance of one's duties. (See 18 U.S.C. 922 (g) (9). The Division will conduct a thorough record check on all employees designated for use of firearm prior to issuing certification or re-certification on firearms.
5. Only standard issued firearms (.38 caliber revolvers) maintained and registered by the Division of Corrections will be utilized by facility staff.
6. Firearms will be used only in the commission of official duties to prevent an act that may result in death or serious bodily injury to oneself or others.
7. Division's firearms will not be carried off the facility premises for any non-duty related activities, such as lunch, personal relief, etc.
8. Staff in possession of a firearm will not relinquish the weapon to any unauthorized person.
9. During an emergency, the Commissioner or designee may allow firearms to be carried into security designated areas of the facility.
10. Employees will not carry personal firearms in the line of duty.
11. Personal firearms will not be brought in the facility property.
12. A master list of all firearms will be maintained in the Chief of Security's office.

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13. The Division will maintain written records of routine and emergency distribution of weapons and related equipment.

B. Issuance

1. The issuance of firearms will be made when the safety and security of the facility is threatened, and during routine assignments when firearms are determined essential for discharging assigned duties.
2. Staff will not retrieve issued firearm from the gun locker when inmate is to be transported until the inmate has been secured in the vehicle. Weapon must be secured in a gun locker when staff return to facility before inmate is removed from the Vehicle. (See DOC #3.1.8: Inmate Transport for Medical Treatment).

C. Firearm Discharge

1. Whenever a firearm is discharged whether in the commission of duties or by accident, the staff involved will notify the Supervisor and will submit a written report no later than the end of the shift. (See DOC #3.1.10: Incident Reporting).
2. A Correctional Officer's Supervisor will be responsible for writing a report if the Correctional Officer who discharged a firearm is hospitalized or fatally wounded and unable to file the report.

D. Inventory

1. Firearms and related security equipment are subject to inventories and inspections to determine their condition, location and expiration dates if applicable. Damaged firearms and related safety and security equipment will be repaired or replaced promptly.
2. The Safety Coordinator and the Armorer are required to conduct a monthly inventory of all firearms and related equipment, and will submit report to the Chief of Security who reviews and forwards to Records Retention Supervisor.

E. Disposal of Weapons

1. Outdated and damaged firearms and related security equipment will be disposed of when approved by the Chief of Security. A Firearm Disposal Form must be completed by the Armorer, and reviewed by the Chief of Security. Disposal will be in accordance with this policy and Policy # 1.2.7 - Fixed Asset Accounting.
2. When a weapon is declared unusable or unserviceable, it will be removed from the facility's inventory.

F. TRAINING

1. The Division of Corrections complies with federal regulations, Missouri State standards and qualifications for the use of weapons.
2. Correctional Officers will be fully trained in the use of weapon prior to being assigned to a job function requiring the use of firearm. Staff must successfully complete, and meet the State's qualifying standards required for the issuing of license to carry firearm, by:
 - a. Completing a minimum of eight (8) hours of classroom lessons and achieving the required passing score on the prescribed tests, and
 - b. Completing a minimum of eight (8) hours of field (range) training and achieving the required passing score on the prescribed field tests, and
 - c. Obtaining a combined minimum total of sixteen (16) hours of weapon training as described in (a) and (b), above.
3. Correctional Officers are required to re-certify with the state every twelve (12) months by successfully completing and passing the required tests for re-certification.
4. The Training Coordinator will issue a copy of this policy, along with policy #3.1.31: Armory Operations, and policy #3.2.11: Escapes to, and will discuss their contents with, Correctional staff; scheduled for weapon training each time the training is conducted and each time a re-certification is required. The Training Coordinator will maintain accurate and verifiable record of all training as they occur.
5. This procedure and work rule will be included in the First-Year Training and subsequent In-Service Training for all applicable Correctional staff during basic training and yearly thereafter.