

<b>Subject: Firearms; Care, Use &amp; Maintenance</b>	<b>Page 1 of 20</b>
<b>Effective Date: February 2013</b>	<b>Revision Date: June 2013</b>
<b>Amends/Supersedes : July 2007</b>	<b>Approved by: Chief Kevin Higdon</b>
<b>Meets Accreditation Standard:</b>	

## **Section 1100.10 Firearms- Care, Use and Maintenance**

The establishment of minimum guidelines for the selection, maintenance and carrying of the weapon can only assure the reliability and suitability of the firearm. The purpose of this section is to set forth those guidelines for all police officers of this department. With proper training and vigilant observation and anticipation of changing trends in firearms and deadly force issues the Shively Police Department will make every effort to provide its officers with the proper training and equipment to meet the demands of the job. The authority of this policy limits the use and possession of firearms and ammunition, both on and off duty.

### **Firearms Training and Inspection**

The Major shall be responsible for the direction and coordination of all firearms training programs.

Persons appointed as Firearms Instructors and or armorers shall be properly trained and certified by reputable and distinguished training agencies whose purpose is to certify law enforcement officers as Firearms instructors and or armorers. Weapons inspection shall be the responsibility of the firearms training staff. All weapons shall be inspected during regular qualifications, at a minimum of once a year by certified firearms instructors. Weapons will not be inspected at the division/section/unit level during formal or informal inspections.

### **Carrying of Issued Service Weapons**

Authorized firearms are those that comply with the department's specifications. Authorized firearms shall be properly inspected and registered with the Firearms Instructors.

All sworn members of the Shively Police Department shall be issued a **Glock model 22 or model 23**, .40 caliber semiautomatic handgun, as their primary service weapon. In addition, three 15 round magazines will be issued for all Model 22 Glocks, while one 13 round magazine and two 15 round magazines will be issued for Model 23 Glocks. All Glocks shall have standard NY triggers.

All magazines shall be carried fully loaded. Under normal circumstances, all weapons shall be carried with a round chambered.

The department will issue duty holsters and retention devices shall be fastened at all times while weapon is holstered. Magazine pouches will be issued by the department and may be worn vertically or horizontally on gun belt. Maintenance and upkeep of these devices may be responsibility of officer.

The Primary service weapon shall be carried at all times when:

- On duty or in Departmental Uniform.

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## **Carrying of Back-up or Off-Duty Weapons**

In Accordance with the provisions of Chapter 527 of the Kentucky Revised Statutes, officers are allowed to carry weapons concealed, off duty. Therefore, officers shall have a weapon in their possession when they are not on active duty status as to exercise appropriate authority under the color of law. This shall not apply to any officer under suspension. Back up weapons, which are not issued by the Department are not required and therefore must be purchased and maintained through private funds of officer.

The Chief of Police may grant the carrying of weapons other than Departmental issued firearms, under the following conditions:

- As a backup to issued service weapon, used in an emergency situation.
- When off duty and operating any city owned or leased police vehicle, assigned or unassigned.
- When off duty and not engaging in off duty uniformed security type employment.
- When authorized ammunition is used in firearm.
- When weapon has meet all other standards established in this section.

Back up weapons shall meet the following criteria:

- **Caliber-** May range from no less than .380 caliber to any more than .40 caliber S&W.
- **Size-** Shall be no larger than the smallest service weapon.
- **Type-** Semiautomatic
  - Double action or Double Action Only (DAO)
  - Recoil operated or browning design.
- **Safety Features-** Firing pin blocks are required to prevent discharge of weapon if dropped.
  - Decocking device, if not DAO (semiautomatic) to safely return hammer to double action. All Glocks shall have NY triggers (8 pound pulls).

## **Service Ammunition**

The department for use in service weapons will issue Service ammunition. It shall be through the collaborated efforts and resources of the firearms training staff to evaluate and to make valid recommendations, to the office of the Chief, for the purpose of authorizing standard issue ammunition. These recommendations may be subject to change as technology in this area expands and/or further standards are established. Changes in current standards of issued ammunition shall be made in memorandum form under the signature of the chief or his designee.

Ammunition shall not be altered. Uniformed officers shall carry two complete reloads for their on-duty weapon. Weapons shall be loaded to maximum recommended capacity.

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## **Off Duty Ammunition**

Officer (example; clothing allowance) must purchase ammunition for off duty or back up weapons. Consistency of ammo type must be adhered to. No reloaded ammunition will be allowed in any authorized weapon. The firearms training unit will be responsible to provide a list of suitable, reliable and authorized ammunition in all available calibers. All personal weapons are subject to inspection, for compliance under this policy.

## **Storing of Weapons**

Safety to the officer and to the public should be of main concern when storing any firearms. Therefore, it shall be necessary that each member of the Shively Police Department use prudent judgment when a firearm is placed out of the immediate control of that officer. Only departmentally approved firearms may be stored in a departmental vehicle.

- Weapons may be stored infrequently in police vehicles when exigent circumstances arise.
- Weapons that are stored in police vehicles must be secured and safe from any passengers.
- Weapons shall be locked in the trunk of the police vehicle to avoid or reduce the probability of theft or unauthorized handling of weapon. Exception: Carrying of shoulder mounted weapons are authorized to be carried in the passenger compartment for duty use as long as the weapon is carried in a mechanical or electric lock carrier, such as a shot gun rack with a key or electric locking device.
- Mounting of these devices are predicated on the safety and clearance standards associated with the recommendations of the vehicle manufacturer. Proper authorization must be granted from the office of the Chief before any installations can be made.
- Officers shall not leave any firearm in an unattended departmental vehicle when the vehicle is being serviced. Officers having their cars washed may leave firearms in their vehicles if the firearms have been secured in the trunk or "in-car" locking mount.

## **Carrying of Weapons in Special Duty Assignments**

Restrictions on carrying of weapons may not prohibit an officer, who is working in an undercover duty assignment, from carrying any suitable firearm necessary or appropriate for extraordinary concealment or tactical use. However, the weapon must be approved by the Chief of Police and inspected by a departmental armorer or instructor.

## **Appropriate Deployment of Long Barreled Weapons (Shotgun/AR-15)**

Officers shall be held strictly accountable for the deployment of all long barreled weapons. Officers shall handle long barreled weapons as inconspicuously as possible given the totality of the circumstances. Personnel are only allowed to carry the departmentally issued AR-15.

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Situations calling for the deployment of long barreled weapons may include, but are not limited to:

- Potential for Mass Violence (i.e. active aggressor).
- Perimeter containment in barricaded suspect situations with a known weapon potential.
- Long barreled weapons will not be deployed for routine duties (i.e. traffic stops, burglar alarm building searches, hold-up alarms, etc.) unless exigent circumstances exist to justify the deployment of these weapons.
- Personnel will exercise the utmost discretion of the deployment of long barreled weapons, taking into account their range and velocity.

### **Less Lethal Chemical Agent Delivery/Impact Weapon**

Sworn Personnel of the Shively Police Department, after being properly trained, may be issued the Carver One .68 caliber Pepper Ball System.

The pepper ball system will be kept in a strategic/ readily available, yet secure location within the officer's assigned vehicle. The pepper ball system will be kept free of obstruction and potential damage. The pepper ball system should only be deployed in situations that warrant the use of force.

It will be the responsibility of the officer assigned the pepper ball system to ensure that the system is maintained in good working order at all times. The pepper ball system will be removed from the vehicle by the officer when the vehicle is in the shop for maintenance, etc. Failure to follow these procedures may result in the loss of the issued weapon and/or disciplinary action.

### **Inspection of Weapons**

All sworn members of the Shively Police Department shall regularly inspect their service weapon (including shotguns and rifles authorized by the Shively Police Department). Weapons should be checked for dirt, debris, corrosion, loose screws, defects, faulty loading devices and suspicious ammunition.

Weapons shall be kept clean and in optimum condition at all times. Weapons shall be cleaned as soon as possible after it has been discharged under normal non-combat conditions. When weapon is discharged in the line of duty or discharged unintentionally, it shall remain tamper free and preserved for investigators or armorer.

Any potential or real problem that has been observed shall be immediately reported to the departmental armorer or firearms instructor through the normal chain of command.

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All weapons and ammunition are subject to inspection at anytime during duty hours by a departmental firearms instructor or armorer. Personnel shall administratively unload weapon before field stripping and inspection.

Any certified departmental firearms instructor or armorer, regardless of rank, may deny any firearm or ammunition to be authorized if it does not appear to meet safety standards, policy criteria or is controversial in any way to the law enforcement application in which it was intended.

Denial to authorize any weapon or ammunition, by an instructor or armorer, shall immediately be made in writing to the office of the chief for final considerations.

### **H.R 218- The Law Enforcement Officers' Safety Act**

Officers traveling outside of Kentucky shall abide by H.R. 218 (Law Enforcement Officers' Safety Act of 2004) in regards to the carrying of concealed firearms. H.R. 218 exempts qualified active law enforcement officers from local and state prohibitions on the carrying of concealed firearms. However, the following laws are still applicable to qualified active law enforcement officers:

- Federal laws or regulations governing the carrying of firearms onto aircraft, federal buildings, federal property and national parks.
- State laws which prohibit the carrying of firearms onto state or local government property.
- State laws which allow private entities to prohibit firearms on their private property.

The Law Enforcement Officers' Safety Act excludes machine guns, firearm silencers and other destructive devices from the definition of firearms.

In order to qualify for H. R. 218, an officer must have his/her departmentally issued ID card on his/her person. Therefore, if an officer's powers have been suspended for any reason, he/she will not be in compliance with H.R. 218. Additionally, an officer will not be covered under this act if he/she is under the influence of alcohol or drugs.

Officers carrying concealed firearms in accordance with H. R. 218 are further restricted by the department to carry only the issued service pistol and/or the off-duty/back-up pistol on which they are currently qualified.

If a member does not meet the standards as outlined above and is traveling outside of Kentucky, he/she shall abide by all firearms regulations of the jurisdiction through which he/she travels.

### **Firearms Aboard Commercial Aircraft**

Officers shall abide by all Federal Aviation Administration (FAA), Transportation Security Administration (TSA) and individual airline regulations regarding weapons on aircraft. The Law

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Enforcement Officers' Flying Armed Form shall be completed when a sworn member will be carrying a departmentally approved firearm on a commercial aircraft. The completed form will be forwarded through NCIC to the FAA, who in return, shall forward a receipt message with a unique alphanumeric identifier to be used by the officer at the airport on the day of travel.

### **Firearms in Courtroom**

Officers may be armed in the courtroom at the discretion of the presiding judge. When a presiding judge prohibits firearms in his/her courtroom, the officer shall secure the weapon in a locked receptacle as close to the courtroom as possible.

### **Firearms in Restricted Areas**

When an officer enters an area of another government agency that restricts or has regulations governing firearms (i.e. corrections facilities, Central State Hospital, Hall of Justice), he/she shall abide by that agency's regulations. However, under all circumstances, the weapon shall be properly secured. Pursuant to state law, officers may carry their firearms on private property (i.e. malls, schools, restaurants) even if a weapons prohibition is posted.

### **Altering**

Authorized firearms shall not be altered in any way, unless approved by the certified departmental firearms instructor. Such alterations would include the addition in laser sights on any of the authorized pistols. These sights are prohibited. Modifications to the AR-15 will only be done with approval from the Chief of Police or a designee. Accessories for the AR-15 may only be attached with authorization from the Chief of Police and from an approved list of accessories. Armorer level modifications will only be done by a certified AR-15 armorer.

### **Care of Firearms**

Officers shall not use or handle firearms in a careless or imprudent manner. No officer shall keep a concealable firearm on a premise under his/her control unless the firearm is stored in a securely locked box or container or locked with a device that prevents the firing of the weapon at all times. Exceptions include when the weapon is carried on his/her body or within such close proximity that he/she can retrieve it as easily as if he/she were carrying it on his/her body. Long barreled weapons shall be carried in the vehicle's trunk or in a locking device inspected and approved by a certified departmental firearms instructor. Firearms shall be maintained and stored in such a manner that they will be clean and in serviceable condition. Disassembly and cleaning of all weapons shall be done in a manner consistent with manufacturer guidelines (Diagrams and instructions follow this policy).

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## **Negligent Discharge of Firearms**

Officers are required to immediately report any instance of a negligent discharge of an authorized firearm to their on-duty supervisor. The Chief of Police shall authorize any investigation of negligent discharges of firearms. If someone is injured as a result of a negligent discharge, the investigation shall include the completion of an Incident Report. All findings and recommendations shall be forwarded to the Chief of Police.

## **Challenge by Another Officer**

In circumstances where a uniformed officer confronts a plainclothes/undercover officer, the challenged plainclothes/undercover officer shall comply with the commands of the challenging officer and then identify himself/herself at the first opportunity. If the plainclothes/undercover officer has a weapon, he/she shall not make any movements unless instructed to do so by the uniformed officer.

If requested by the uniformed officer or plainclothes officer whose identity has been established or is otherwise known, the challenged plainclothes officer shall show his/her credentials to the challenging officer to allow the challenging officer to make positive identification of the plainclothes officer.

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#### Patrol Rifle:

Personnel who have successfully completed the KLEC training for patrol rifle will be issued the Rock River Ams, LAR-15 LE R-4 5.56X45 patrol carbine. These rifles have a 16 inch M4 chrome lined barrel with a 1:9 twist. 6 position car stock, detachable carry handle, and a standard trigger. Rifles are issued with a 2 point sling configuration. Two (2) 30 round magazine is also issued.

The rifles are issued in a hard case and shall be kept in this case unless mounted in an approved vehicle mount or an approved soft case secured in the vehicle trunk.

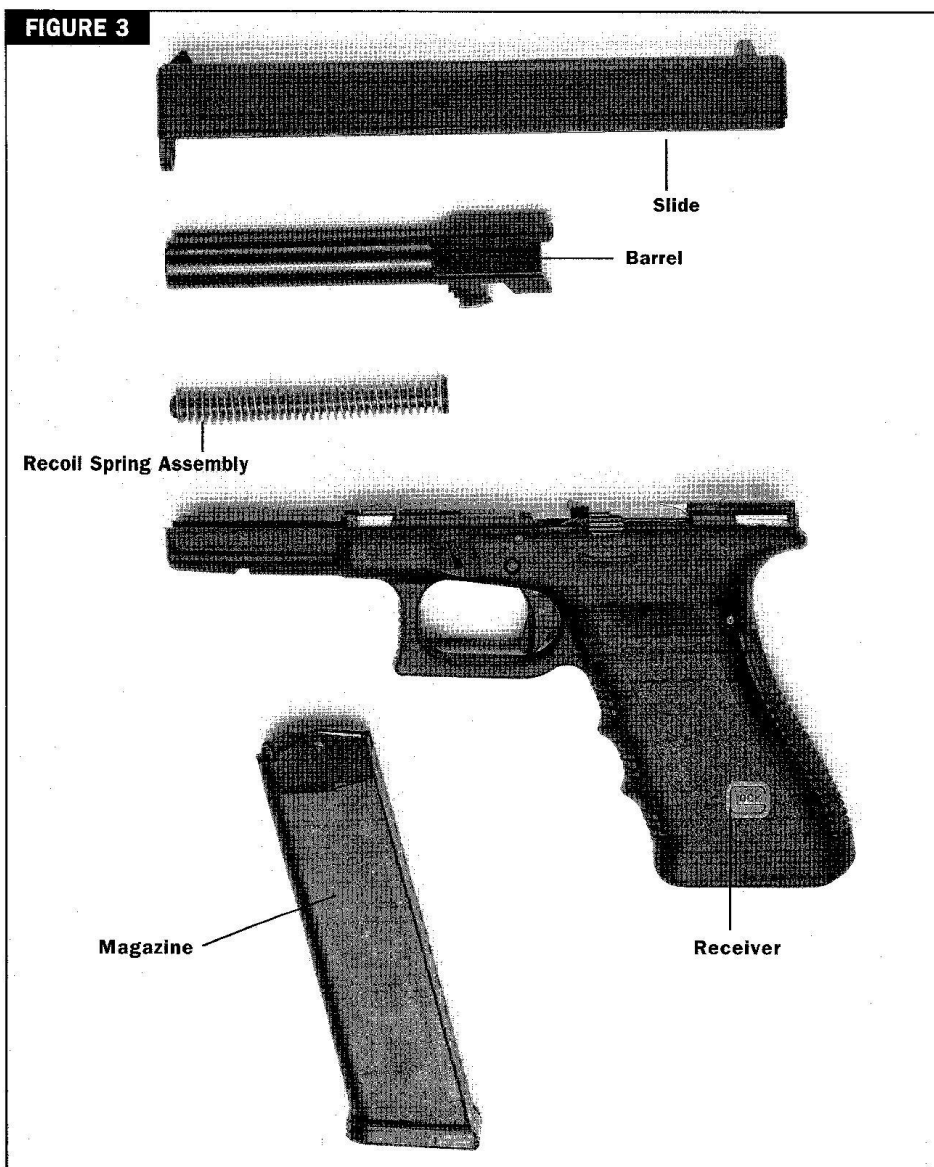
Additional sights (i.e. "dot sights"), or other necessary tactical accessories may be added only after approval from the Chief of Police.



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### III.

### FIELD STRIPPING



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**NOTE:** Eye Protection should be worn when disassembling and cleaning firearms.

**PRIOR TO FIELD STRIPPING,  
FOLLOW PROCEDURES BELOW:  
(see page 11)**

**MAGAZINE REMOVAL**

- Point the pistol in a safe direction (a safe direction is where no one can possibly be injured in the event of an unintentional discharge) - Keep finger OFF the trigger and OUT of the trigger guard.

- Depress the magazine catch (Fig. 4).

**NOTE:** The GLOCK pistol is designed so that the magazine catch cannot easily be pressed unintentionally when the pistol is held with a proper shooting grip. For this reason you will have to rotate the hand a few degrees to be able to press the catch and release the magazine (Fig. 4).

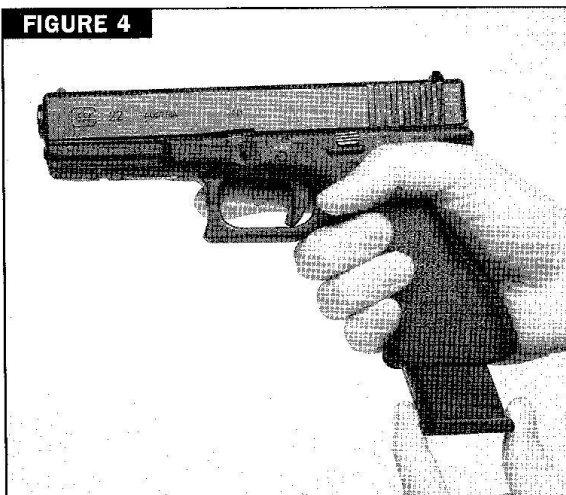
- Remove the magazine.

**SAFETY CAUTION:** Prior to further disassembly, with your finger off the trigger and outside of the trigger guard, point the pistol in a safe direction, lock the slide open by pushing up on the slide-stop lever, while pulling the slide to the rear with the other hand (Fig. 5). Once the slide is locked to the rear, both visually and physically (with your little finger) inspect the chamber of the pistol to be sure that the chamber is empty (Fig. 6). Also, check the magazine well. Once you are sure that the pistol is unloaded, continue with disassembly.

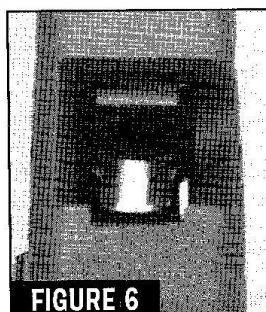
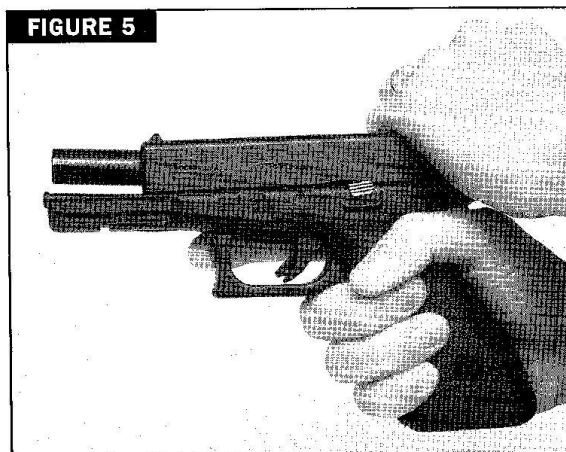
**ONCE YOU HAVE VERIFIED THAT  
THE PISTOL IS UNLOADED:**

- Pull back slide to release slide stop lever and close the action.
- Point the pistol in a SAFE DIRECTION, then PULL the trigger. You will hear the firing pin move forward.

**FIGURE 4**



**FIGURE 5**



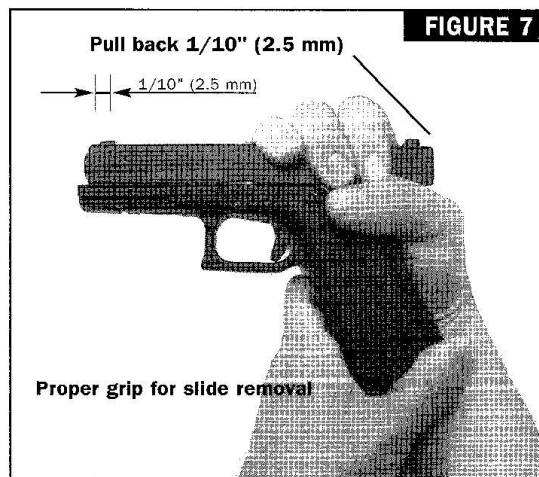
**FIGURE 6**

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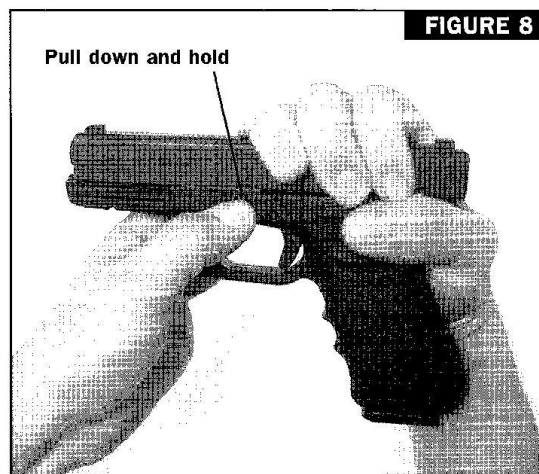
### SLIDE REMOVAL

- Hold the pistol in either hand so that four fingers grasp the top of the slide as shown (Fig. 7). With these four fingers, pull and hold the slide back approximately 1/10 inch (2.5mm).

**NOTE:** The trigger has to be in the rear position to be able to disassemble the slide from the receiver.



- Simultaneously, pull down the slide lock (part no. 21) and hold both sides of it using the thumb and index finger of your free hand (Fig. 8).



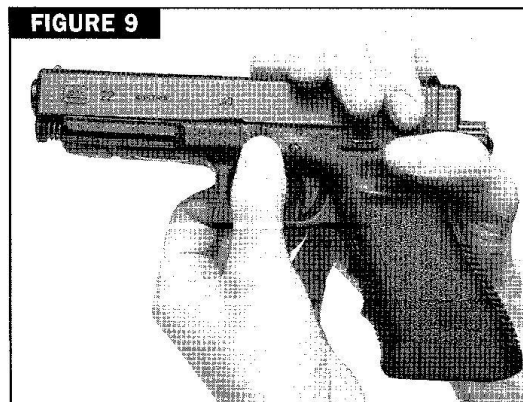
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- Push the slide forward until it is fully separated from the receiver (Fig. 9).

**NOTE:** If the pistol is equipped with a "NY" trigger spring, the trigger may have to be pulled a second time to remove the slide.

- Push the slide forward until it is fully separated from the receiver (Fig. 9).

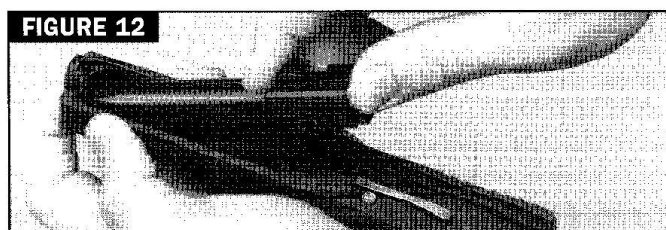
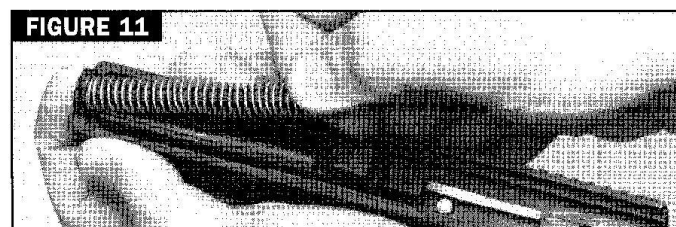
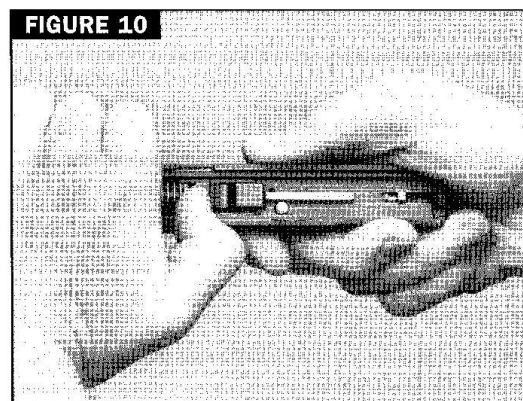
**NOTE:** With the slide and receiver separated, the operation of the trigger safety can be checked. See section IV, Function Testing the Trigger Safety (page 17), prior to operating the trigger with slide removed.



#### **BARREL REMOVAL**

- Push the recoil spring tube slightly forward while lifting it away from the barrel (Fig. 10).
- Remove the recoil spring assembly (Fig. 11).
- Grasp the barrel lug. While raising the chamber end, move the barrel slightly forward (Fig. 12). Then, lift the barrel from the slide.

**SAFETY CAUTION:** The recoil spring is under tension. During removal, use care to control the recoil spring assembly but take special care in case an old system with separated recoil spring and recoil spring tube is in use.



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## IV.

### PREVENTIVE MAINTENANCE

The pistol is now field stripped. Further disassembly is not required for normal cleaning and maintenance.

**NOTE:** Refer to page 11-14 for proper method of field stripping the pistol.

#### CLEANING THE FIELD STRIPPED FIREARM

GLOCK pistols should be cleaned and lubricated after firing, and periodically to ensure safe and proper functioning. Once field stripped, the barrel and chamber are easily cleaned from the chamber end. The inside of the slide and receiver should be wiped clean. Standard firearm solvents can be used on the pistol. **Solvent manufacturers' warning labels should be followed.** This will ensure proper functioning of a GLOCK pistol.

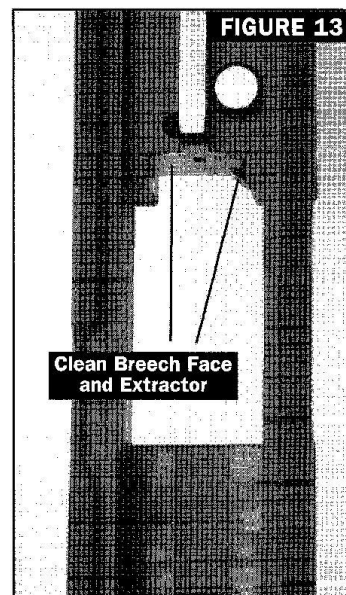
As with any semiautomatic pistol, GLOCK pistols should not be cleaned by merely locking the slide to the rear and inserting the cleaning rod from the muzzle end. This can cause excessive amounts of solvents to build up in both the receiver and slide and possibly contribute to malfunctions of the pistol. The pistol should be field stripped every time it is cleaned.

**CAUTION:** When cleaning the slide, the muzzle end should be pointed down so as to prevent debris and solvents from entering the firing pin channel.

The inside of both the chamber and barrel should be wiped completely dry once they have been thoroughly cleaned. The breech face and the area under the extractor claw should both be absolutely dry and free of any debris after cleaning.

The slide rail cuts should be cleaned thoroughly.

All other areas of the slide and receiver should be checked for cleanliness. Most parts in the receiver may be wiped with a clean, soft cloth that has been slightly dampened with a quality firearm cleaning solvent. **Again, follow solvent manufacturer's warning labels.**



**FIGURE 13**

**Clean Breech Face  
and Extractor**

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## NOMENCLATURE



## 3 MAJOR PARTS

- UPPER ASSEMBLY
- LOWER ASSEMBLY
- BOLT & BOLT CARRIER GROUP

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## Disassembly

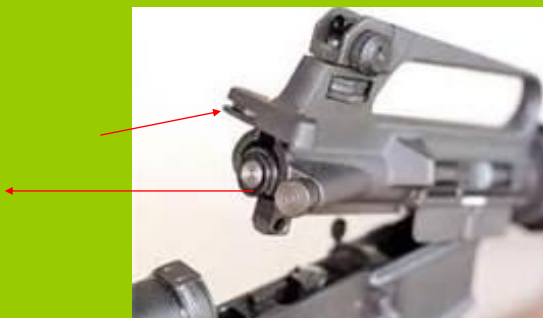
- Remove the weapon
- Roll the weapon upright
- With your finger push the rear retaining pin on the left side of the weapon in
- Repeat with the forward pin
- Lay the weapon flat on the left side down
- Pull the rear and front pin out on the right side



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## charging handle

- Pull the handle to the rear
- Pull the bolt carrier out
- Push in and down gently removing the handle



- You should now have the 3 major parts separated in front of you
- Upper
- Lower
- Bolt & Carrier

Break ??



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## UPPER ASSEMBLY



## UPPER ASSEMBLY

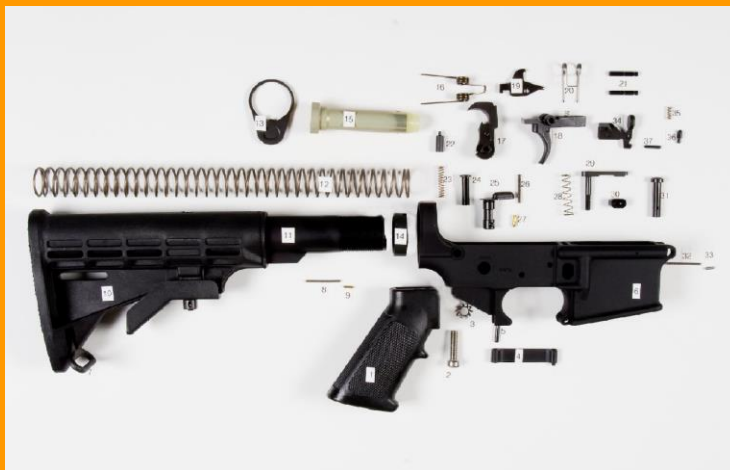
- Upper receiver
- Charging handle
- Carry handle
- Forward assist
- Ejection port
- Dust cover
- Bolt
- Bolt carrier
- Barrel
- Fore grips
- Front & Rear sight
- Flash suppressor
- Gas tube

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Translates into this



Lower receiver and stock



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## Lower assembly

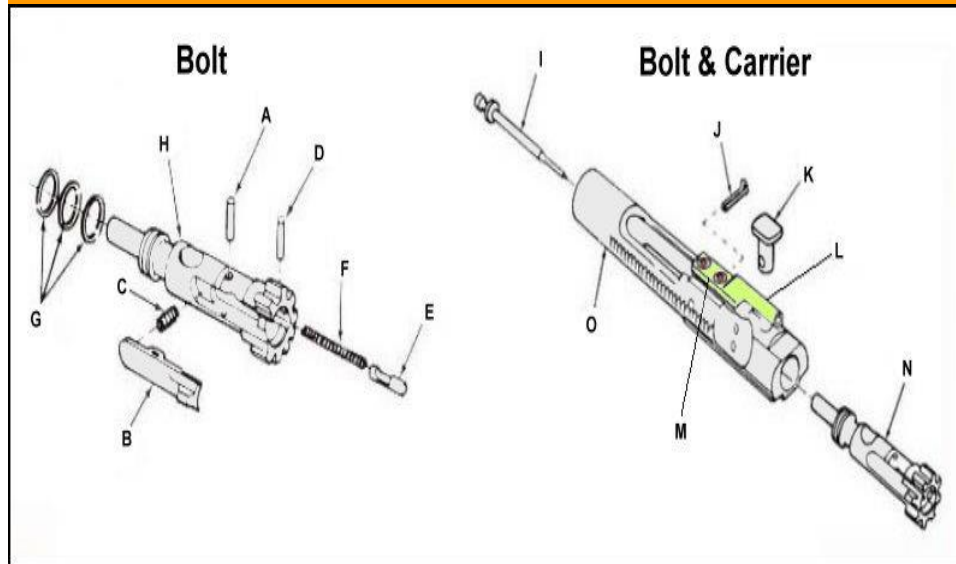
- Lower receiver
- Bolt release
- Safety / selector switch
- Trigger assembly
- Magazine well
- Magazine release
- Trigger ring
- Pistol grip
- Buffer tube
- Buffer spring
- Buffer
- Buttstock
- Pivot / take down pins

## Translation



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<b>Meets Accreditation Standard:</b>	

## BOLT AND CARRIER ASSEMBLY



## BOLT & CARRIER

- BOLT
- EXTRACTOR
- GAS RINGS
- BOLT CARRIER
- CAM PIN
- FIRING PIN
- FIRING PIN  
RETAINING PIN
- GAS KEY