



ADMINISTRATIVE PROCEDURE			500.03
		DEPARTMENT ARMORY	
			
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PURPOSE

The purpose of this standard operating procedure is to establish guidelines governing access to the department armory as well as establish guidelines on the storage, issuance and inventory of department-owned weapons and ammunition.

SCOPE

This procedure shall apply to all Punta Gorda Police Department personnel.

PROCEDURE

- I. **AUTHORIZED ACCESS** – Access to the department’s armory located within the Public Safety Building is limited to the Chief of Police, Operations Commander, Employee Development Coordinator and two firearms instructors designated by the Chief of Police. Access to alternate areas established for the storage of less-lethal weapons and munitions and/or training weapons will be granted by a member of Command Staff on a case-by-case basis.

- II. **WEAPONS, AMMUNITION AND SIMULATED AMMUNITION**
 - A. **Armory** – All department-owned non-issued firearms and lethal ammunition shall be stored in the armory. No training or less-lethal weapons shall be stored in the armory with the exception of TASERS and TASER cartridges. Exceptions shall only be granted with written authorization from the Chief of Police.

 - B. **Large Wall-mounted Less-Lethal Storage Safe** – Only less-lethal weapons and less-lethal munitions shall be stored in the large wall-mounted less-lethal storage safe located in the squad room. Exceptions shall only be granted with written authorization from the Chief of Police.

 - C. **Small Wall-mounted TASER Storage Safe** – Only TASERS and TASER cartridges shall be stored in the small wall-mounted TASER storage safe located in the squad room. Exceptions shall only be granted with written authorization from the Chief of Police.

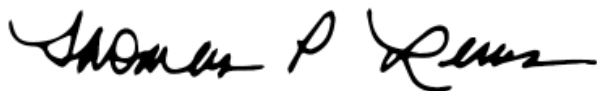
D. Public Works Campus – All training weapons to include dedicated blue Glock 17-T training weapons and related simulated ammunition shall be stored in the department-designated storage facility located in the Public Works Campus. No weapons, ammunition or other than training aid materials and supplies shall be stored in this location. Exceptions shall only be granted with written authorization from the Chief of Police.

III. INVENTORY

A. An annual documented inventory shall be conducted during the first quarter of each calendar year by the Operations Commander or his/her designee for the purpose of determining the following:

1. The armory is clean and orderly;
2. That section II of this policy is being followed and adhered to on an on-going and consistent basis; and
3. The assignment of firearms and TASERs are consistent with the inventory in the OSSI Quartermaster module.

APPROVED



THOMAS P. LEWIS, CHIEF OF POLICE

STAFF REVIEW: 09.01.16