

	UNIVERSITY OF KENTUCKY POLICE DEPARTMENT GENERAL ORDER NO. 6		
	FIREARMS	EFFECTIVE DATE 07-01-00	REVISED/ REVIEWED DATE 12-02-2015
	CALEA STANDARDS 1.2.2, 1.3.9, 41.3.4	KACP STANDARDS 1.3, 1.9, 1.10,	

I. PURPOSE

The purpose of this Order is to establish the standards and requirements for on-duty and off-duty service **firearms** to be used and carried by sworn officers of the University of Kentucky Police Department.

II. POLICY

It shall be the policy of the University of Kentucky Police Department to ensure that all sworn personnel receive and demonstrate understanding of the use of force policy before being authorized to carry any firearm. **(KACP 1.3E)** Further, it shall be the policy of the Police Department to ensure that all sworn personnel are trained and qualified in the use of Department approved **firearms** and ammunition.

III. DEFINITIONS

Firearms Training Officer: A collateral duty of an officer that is assigned by the Chief of Police or his/her designee. The **Firearms Training Officer** is responsible for tracking all **firearms** qualifications records for all sworn personnel. The **Firearms Training Officer** is also responsible for ordering, tracking and dispersing all Department duty and practice ammunitions. The **Firearms Training Officer** is responsible for the maintenance of all Department sworn personnel's duty weapons and patrol rifles. The **Firearms Training Officer** also shall implement all training of a Use of Force Simulator and the Force on Force Training systems. The **Firearms Training Officer** shall ensure that all sworn personnel complete an annual Use of Force Test. To qualify for the **Firearms Training Officer**, he/she shall have completed the FBI's or DOCJT's **Firearms Instructor Course**. It is also recommended that the **Firearms Training Officer** be a certified Glock and AR-15 Armorer.

IV. PROCEDURE

OFFICERS MUST QUALIFY AND DEMONSTRATE SPECIFIED PROFICIENCY IN THE USE OF ANY FIREARM BEFORE THE FIREARM IS AUTHORIZED TO BE CARRIED. (KACP 1.10)

- A. ON DUTY personnel are required to be armed at all times with a Department approved firearm and ammunition.
 - 1. When on duty, uniformed officers shall be armed with an approved duty firearm and at least two (2) complete reloads of ammunition, plainclothes officers with at least one (1) complete reload.
 - 2. Uniformed officers must carry their duty firearm on their person at all times when on duty, except where prohibited by law, policy or Judicial edict; while participating in physical training; while under extreme exigent circumstance; or otherwise directed by the Chief of Police or his/her designee.
 - 3. Plainclothes officers shall keep their duty firearm completely concealed at all times while in public, except at Headquarters, or in situations where they have officially established their identity as police officers and have their police ID and badge accessible at all times.
 - 4. Female officers working plainclothes assignments may carry their firearm on their person, in a purse, or in a fanny pack. Male officers working plainclothes assignments may also utilize a fanny pack. Approval for this equipment must be in writing from the Chief of Police or his/her designee. It shall be the responsibility of the officer wishing to utilize this equipment to seek and obtain written permission. Other carry methods may be approved for plainclothes officers by the Chief or his/her designee.

- B. Officers are not required to be armed while OFF DUTY. If a firearm is carried off duty, under the umbrella of police

authority (as opposed to as a citizen with a CCDW permit), the following guidelines will be followed:

1. The firearm shall be concealed at all times when in public, or when one could reasonably expect to encounter non-enforcement personnel, except at Headquarters or at home.
2. The badge and police identification card shall be in the officer's possession at all times, except at home.
3. Off duty officers who consume alcohol or plan to consume alcohol shall not be armed.

C. DEPARTMENT AUTHORIZED DUTY FIREARMS: (KACP 1.9)

1. Approved calibers:
 - .380 ACP*
 - .38 Special*
 - .357 Magnum*
 - 9 mm
 - .40
 - .45

* /off-duty/back-up only

2. Approved firearms:

Firearms must be of recent, quality manufacture, approved by the Chief of Police on written advice of the Firearms Training Officer. Officers must demonstrate proficiency and qualify with their chosen sidearm prior to duty carry. Officers hired after January 1, 2005 will have Department owned firearms issued to them by the Firearms Training Officer.

- D. Back-up firearms or second firearms are authorized by the University of Kentucky Police Department provided they conform to the parameters established in IV.C.1 & 2 and the officer has demonstrated proficiency by successful qualification with the firearm. Backup firearms or second firearms must be carried in an approved holster or appliance that has a retention device and covered trigger guard. The approval for backup firearm holster or carrying appliance will be made by the Chief of Police on written advice of the Firearms Training Officer. (KACP 1.9)
- E. The University of Kentucky Police Department will issue each officer ammunition for their duty firearm. Only Department issued ammunition shall be carried in an officer's duty weapon. Ammunition for back-up or second firearms may be issued if available. If the Department is unable to furnish back-up or second firearm ammunition, officers wishing to carry back-up or second firearms must obtain ammunition at his/her own expense. Ammunition for back-up or second firearms must have the ammunition approved by the Firearms Training Officer prior to carrying it. (KACP 1.9)
- F. No firearms other than approved firearms may be carried by officers for on duty or off duty use (if carried under the umbrella of police authority), except as mandated by the Chief of Police, on written advice of the Firearms Training Officer. The make, model, and serial number of each firearm that an officer is authorized to carry shall be maintained by the Firearms Training Officer.

G. FIREARMS MAINTENANCE

1. All service firearms (on and off-duty) shall be kept clean and in good working order. The Firearms Training Officer will make information and instruction on the proper care, cleaning and maintenance of his/her firearm(s) available to each officer.
2. Regular firearms inspections will be conducted by the Firearms Training Staff, at the direction of the Firearms Training Officer, for duty, off duty, and back-up firearms. This does not preclude supervisors from performing routine equipment inspections to include firearms. Any discrepancies or irregularities found, as well as the corrective action taken shall be forwarded in writing to the Firearms Training Officer to be filed in the officer's Firearms Training Record.
3. Repairs to on duty and off duty service firearms will be made only by factory certified gunsmiths/armors that are approved by the Department and approval must be obtained prior to the work being performed. A statement of serviceability describing the repairs made, present condition of the firearm, and/or a copy of the repair bill will be forwarded to the Firearms Training Supervisor to be filed in the officer's Firearms Training Record.

H. FIREARMS SAFETY

1. Officers shall treat all firearms as loaded unless double-checked to confirm otherwise.

2. Officers shall not place their finger in the trigger guard until ready to fire.
 3. Officers shall maintain muzzle discipline and use safety awareness of their surrounding environment.
 4. Officers shall make certain of their target before they fire.
 5. Officers shall secure their firearm when not being carried on their person to prevent it from being accessible to unauthorized persons, such as prisoners, visitors or even children.
 6. OFFICERS WILL AT NO TIME, ON OR OFF DUTY, ENGAGE IN HORSEPLAY INVOLVING FIREARMS.
- I. CONFISCATED FIREARMS

All confiscated firearms will be disposed of in accordance with the appropriate Kentucky Revised Statutes.

By order of



CHIEF OF POLICE

Approved by

UK LEGAL COUNSEL