



does not exist, the applicant will be notified at the time of the interview.

2. **Interview:** Applicant will submit to an interview by the Sheriff or his designated representative. Applicants must appear in person at the time of applying. Telephone or mail applications will not be accepted.
3. **Residency:** An applicant must be a citizen of the United States and resident of Placer County. Non-residents will be referred to the law enforcement agency having jurisdiction over their place of residence.
4. **Age:** Applicant must have attained the age of 21 at the time of application.
5. **Good Moral Character:** Applicant will demonstrate a reputation of good moral character, with respect to his/her ability to responsibly and safely carry a concealed weapon.
6. **Good Cause:** An applicant will present good cause to support his/her request for a concealed weapon permit. The mere fact that a permit has been issued in the past does not, in itself, justify the renewal of a concealed weapons permit. Cause may vary among the following factors; degree or frequency of exposure to harm, employment, demographics and victimization or risk to applicant averted by granting a CCW permit. In making a determination as to reasonable cause, the Sheriff will consider all available information and, where there exists a sufficient connection between the approval of a CCW permit and the avoidance of victimization, make that decision most beneficial to public good and safety. The mere fear of victimization or the desire to carry a firearm is insufficient. The Sheriff will rely first on objective standards, personal history, training and professional evaluations of the applicant, and secondly on subjective factors.

C. **Types of Permits**

1. **Employment:** A CCW permit may be issued by the Sheriff and is valid only in the county of issuance. These CCW permits may be valid for a period of time not to exceed 90 days. The Sheriff must inform the business permittee in at least 16 point type that the permittee must give a copy of the CCW permit to the chief of police or sheriff in the city or county in which he or she resides, and that any application to renew or reissue this type of CCW permit may only be granted upon concurrence of the chief of police or sheriff in the city or county in which the licensee resides.
2. **Regular:** A CCW permit may be issued to residents in the county or city within the county. These CCW permits will be valid for a period of two (2) years unless there is good cause for issuance for a less period of time.



3. **Judge:** A CCW permit may be issued to a California judge and full-time court commissioner, and to a federal judge or magistrate of federal courts. Such CCW permit will be valid for any period of time not to exceed three (3) years.
4. **Reserve Peace Officer:** A CCW permit may be issued to a reserve peace officer appointed pursuant to section 830.6 PC. Such CCW permits will be valid for a period of time not to exceed four (4) years, except that any such permit shall be invalid upon conclusion of the person's appointment as a reserve peace officer.
5. **Special Purpose Law Enforcement Permits:** There are a variety of law enforcement and governmental personnel, either active or separated under honorable conditions, who may not meet the specific requirements of being a "peace officer" or "member of the criminal justice system" as defined by the California Penal Code or defined elsewhere within these procedures.

Such persons may, for example, be associated with federal agencies, foreign governments or be peace officers or officers of the court within another state or territory of the United States.

The Sheriff reserves the right, but is not compelled, to accept and treat such persons as having prima facie reasonable cause for issue of CCW permit and/or to treat them as Sheriff's office employees for purposes of the waiver of local fees or conditions. Retired officers falling into this category must present a letter on their agency letterhead stating that they had peace officer powers and that they retired under honorable conditions. These CCW permits are granted by the Placer County Sheriff and they are not processed through DOJ. These permits are generally valid for five (5) years.

III. PROCEDURE

A. New Permit Applications

1. **Required Documents**
 - a. Proof of U.S. Citizenship and age (birth certificate or citizenship documents).
 - b. Proof of residency in Placer County (show two valid forms of proof of residency, such as a California Driver's License, current property tax bill, or utility bills. A post office box will not be considered an acceptable address.
 - c. The applicant must show current proof of attendance and a successful completion certificate from a Sheriff's Office or D.O.J approved weapons training course covering safety, the law, and the applicant's



ability to handle a firearm safety. The course will be a minimum of 8 hours as required by state law.

- d. Completed CCW permit Application/Background package.

2. **Background Investigation**

- a. The purpose of a background investigation is to determine the applicant's need and suitability for a concealed weapons permit.
- b. Information developed during a CCW background investigation shall be deemed confidential.
- c. All applications shall include a notice informing the applicant that their name and reason for issuance of a CCW may be released to the newspapers or other persons requesting information (Government Code Section 6250, et seq. and CBS INC. vs. BLOOK (1986) 41 Cal 3rd 646).
- d. Applicants may be required to grant the Sheriff's Office specific releases necessary to the making of an informed evaluation of the applicant. Such information access may include, but is not limited to employment, medical, judicial and financial. The failure to provide a required waiver shall constitute automatic voluntary withdrawal of the application.
- e. The applicant's background shall address, as a minimum, the following areas:
 - (1) criminal, civil and personal history
 - (2) ability to handle a firearm
 - (3) emotional stability to control a firearm
- f. The background investigation is divided into three phases, commencing with information provided by the applicant. These are non-invasive, direct and reference investigations as described below.
 - (1) A non-invasive background examination is records oriented and shall generally consist of at least the following historical reviews; federal, state and local criminal history, civil history including restraining orders, tax and assessor's rolls, and driver's license history.
 - (2) A direct investigation will consist of a personal interview with Sheriff's personnel and may include a home visit, contact with employer, co-workers, neighbors or other persons of interest to whom the applicant is known.
 - (3) A reference investigation shall generally focus on a specific professional assessment of the candidate. Such inquiries are



designed to determine freedom from physical or emotional conditions which, when coupled with a concealed firearm, could place the applicant or others at risk. The scope of this investigation may vary based upon the candidate, non-invasive and direct findings, and the needs of public safety.

- g. The Sheriff's Office must notify an applicant, in writing, within 90 days of the original application, if their application has been approved or denied or within 30 days after receipt of the applicant's criminal background check from the Department of Justice, whichever is later.
- h. Each applicant, who receives an approved application, shall submit to fingerprinting. Two (2) full sets of fingerprints are required and are submitted to Department of Justice; one of which D.O.J forwards to the FBI. The Sheriff's Office shall arrange for the transmittal of fingerprint cards and appropriate fees to D.O.J
- i. Applicant will be photographed at the same time he/she is fingerprinted. Photograph will be maintained in the Sheriff's Office photo database.

B. Permit Renewal

1. Procedure

- a. A renewal must be submitted within 45 days of the expiration of the original Concealed Weapons Permit.
- b. Renewal applicant will complete the background update form on residency, employment information and reason for permit issuance.
- c. Applicant must fill out the "Renewal Form" when applying for a renewal of their Concealed Weapons Permit.

2. Documents Required

- a. Proof of residency in Placer County. Two valid forms of proof of this residency are needed; such as, a California Driver's License, current property tax bill, or utility bills. A post office box will not be considered an acceptable address.
- b. The applicant must show current proof of attendance and a successful completion certificate from a Sheriff's Office or D.O.J approved training course covering safety, the law, and the applicant's ability to handle a firearm safety. The update course will be a minimum of four (4) hours



as required by state law.

3. **Other Permit Renewal Requirements**

- a. Requirements of residency, good moral character and good cause apply to permit renewals.
- b. Applicant will be re-photographed at the time of renewal. Photograph will be maintained in the Sheriff's photo database.

C. **Permit Criteria**

1. **Considerations for a CCW Permit**

- a. Need for the permit.
- b. Physical condition of the applicant.
- c. Emotional stability of the applicant.
- d. Previous weapons experience of the applicant.
- e. Criminal history of the applicant.
- f. Alternatives to the issuance of the license.
- g. Limitations to be imposed on the license.
- h. Any other reasons deemed appropriate by the Sheriff or his designee.
- i. Additional Requirements may be instituted by the Sheriff as warranted by law.

2. **Determination of Physical/ Emotional Fitness**

- a. The applicant may be required to provide certifications from a licensed medical doctor acceptable to the Sheriff, on a form specified by the Sheriff attesting to the fact the applicant is free from physical characteristics that, when coupled with a firearm, might present an extraordinary risk to the applicant or others.

Such an examination may include, but is not limited to, reasonable eyesight, hearing, regular consumption of mood or muscle reflex altering medications and neurological disorders. The cost of this examination shall be the responsibility of the applicant.

- b. The applicant may be required to provide certification from the designated Sheriff's Office psychologist or psychiatrist that they are free from mental disorders that might, when coupled with a firearm, present an extraordinary risk to the applicant or others. The psychologist or psychiatrist that is consulted must be the equivalent to that used for Sheriff's Office employees. The applicant may be charged for the actual cost of the testing, not to exceed \$150.



3. **Considerations for Denial**

a. The Sheriff will not issue CCW permits to any individual falling under Penal Code Sections 12021, 12021.1 or Welfare and Institution Code Section 8103.

b. Conviction of offenses which renders it unlawful to possess a firearm under Penal Code Section 12021 as follows:

136.5 PC	241 PC	246.3 PC	12034bPC
140 PC	243 PC	247 PC	12034dPC
171bPC	244.5PC	417PC	12100aPC
171cPC	245PC	417.2PC	12320aPC
171dPC	245.5PC	626.9PC	12590PC

c. Subject of a Restraining Order issued by any Court.

d. Conviction of Driving Under the Influence of Drugs/Alcohol within the past 5 years or has a criminal history such as substance or alcohol abuse

e. Conviction of a felony.

f. Convicted of 148 PC (resisting or interfering with an officer) or 242 PC (battery), within 5 years.

g. Conviction of a drug offense under the Health and Safety Code, within 5 years.

h. Applicant does not reside in the County of Placer (see business exception above).

i. Applicant is not a citizen of the United States.

j. Applicant has dishonorable discharge from military service.

k. Applicant has history of mental illness.

l. Applicant was previously denied a license to carry a concealed weapon.

m. Applicant has had a concealed weapons permit revoked.

n. Applicant has a history of violence or unstable personality.

o. Applicant is physically unable to handle or qualify in handling the weapon.



- p. Applicant is untruthful in any portion of the application or background investigation.
- q. Other cause to question residency, good cause for carrying concealed weapon, or suitability for carrying a concealed weapon.

1. **Responsibilities and Restrictions**

1. License may include any reasonable restrictions or conditions deemed appropriate by the Sheriff or his designee.
2. Only weapons listed on the license may be carried concealed. Three (3) weapons are allowed on the concealed weapons permit.
3. The license shall be carried upon the person whenever carrying an authorized concealed weapon.
4. While exercising the privilege granted to them under the terms of this license, licensees shall not:
 - a. Consume any alcoholic beverage.
 - b. Represent to any person they are peace officers unless they are peace officers as defined by law.
 - c. Abuse this privilege by an unjustified display of their weapon.
 - d. Violate any law of this state or country.
 - e. Be under the influence of prescribed medication or narcotic drug.
 - f. Impede law enforcement officers in the conduct of their activities.
 - g. Refuse to produce their license or concealed firearm to any peace officer for inspection, upon demand.
 - h. Shall not be permitted to bring any weapons into any courthouse or courtroom.
 - i. Bring or possess any firearm on any public school, college or university property or any other prohibited location.
5. **Alteration of Weapon:** The alteration of a weapon approved for a concealed weapons permit is prohibited. This shall include the addition of equipment,



alteration of trigger pull, trimming of springs, honing or filing of mechanical parts or any similar or related alteration.

The addition of flashlights, laser sights, star light devices, expanded capacity or extended magazines, or similar modifications, are prohibited and shall constitute an alteration. The alteration of a weapon shall be cause for the immediate seizure of the weapon and revocation of the permit.

6. Weapon Types

- a. The weapon shall be the product of a recognized manufacturer free from mechanical and other flaws, within tolerances determined by manufacturer's specifications, and in good working order. Weapons approved shall be either revolver or semi-automatic with an ammunition capacity of no less than five rounds.
- b. Permits will not be issued for weapons having a bullet with a specification of less than .25 caliber, nor greater than .45 caliber. Permits will not be issued for derringer or other "hide-away" type weapons.

E. Fees

1.

1. Cost Recovery and Fees

2.

- a. The issuance of a concealed weapons permit is an extraordinary service. As such, it is essential that the Sheriff's Office recover costs incurred. These costs consist of fees paid to other agencies, the processing of background materials, administrative and related costs.
- b. Fees are based on actual costs. Fees are periodically reviewed to ensure they accurately reflect actual costs.
- c. Fees are a matter of law and they are enumerated in the Penal Code and in the Placer County Code.
- d. Fees are itemized and listed in the application instructions.

F. Payment of Fees

- 1. All fees due the Sheriff's Office will be paid upon submission of the CCW application. Acceptable methods of payment shall be cash, check or money order.
- 2. Fees paid concurrent with application are non-reimbursable, without regard to



whether the application is ultimately approved or denied.

3. If an application is withdrawn by the citizen prior to the Sheriff assuming significant operational costs, the Sheriff's Department fees may be reimbursed.
4. The DOJ fingerprint processing fees may only be reimbursed if the fingerprints have not been forwarded to DOJ.

IV. DEPARTMENTAL RESPONSIBILITIES

1.

A. Administrative

1. Applications and Appointments

- a. Any resident of Placer County who is a United States citizen will be issued the appropriate application forms and instructions upon request. Such request may be received in person, by telephone, via United States mail or direct inquires to the Undersheriff's Administrative Secretary.
- b. CCW interview appointments can be obtained by phone request to the Undersheriff's Administrative Secretary.
- c. The Undersheriff's Administrative Secretary will cause the appropriate Criminal Offender Records Information (CORI) inquires to be made prior to the scheduled interview.

2. Records Unit

- a. Each CCW Permit file will be assigned an individual index number and the complete file will be maintained by the records unit.
- b. Responsible for all processing of permits, renewals and fees.
- c. Beginning January 1, 2000, an annual report will be submitted to the California Attorney General indicating the total number of CCW Permits issued to reserve officers and the number issued to judges.

B. Field Enforcement

1. Field Contacts

1.
 - a. Should a deputy come in contact with a person who holds a valid Placer County CCW permit and the permittee is abusing or not using good common sense with this privilege, a memo will be prepared with all



pertinent information and forwarded to the Sheriff for review.

- b. Should a Placer County CCW permittee be involved in a crime or incident report and named as a suspect or victim, the report and a memo will be forwarded to the Sheriff for review. If extenuating circumstances are present, the permittee's firearm and/or CCW permit may be confiscated.
- c. Should a Placer County CCW permittee be arrested for a criminal offense, the permittee's firearm and/or CCW permit will be confiscated. The report and a memo reporting the action taken will be forwarded to the Sheriff for review.