



ADMINISTRATION AND PROGRAMS DIVISION  POLICY AND PROCEDURE	Date Issued: 03/05/2011	Policy #: ADP 01-03
	Last Revised: 11/16/2011	
	Related Policies: SFSD 01-15 Concealed Weapons Permit	
	Approved By:  Michael Marcum, Assistant Sheriff	
Chapter: 01 Background Investigations Unit	Title: CCW Procedures	

POLICY: The Sheriff of the City and County of San Francisco (CCSF) is given the statutory authority to issue a license to carry a concealed weapon (CCW) to residents within the CCSF.

PURPOSE: To establish a procedure which employees assigned to the Background Investigations Unit will follow while performing background investigations on CCW applicants.

I. General:

- A. California Penal Code states a sheriff of a county may issue a license to carry a pistol, revolver or other firearm capable of being concealed upon a person.

II. Procedures:

- A. CCW applications shall be received at Background Investigations Unit.
 - 1. All CCW applications shall be date stamped upon receipt. The applicant's name, application and receipt date shall be recorded.
- B. Initial application (phase I):
 - 1. The following documents shall be hand-delivered to the Background Investigation Unit.
 - a. Complete sections 1 through 5 only of California Department of Justice (DOJ) Standard Application for License to Carry a Concealed Weapon.
 - b. A Letter of Justification stating the reason(s) good cause exists for issuing a concealed weapon license along with supporting documentation.
 - c. A letter of support from an employer on company letterhead (if applicable).
 - d. Proof of citizenship.
 - 2. The above items will be forwarded to the Sheriff for review and approval or denial. If denied, a letter of notification will be sent. If Phase I is approved, the applicant will move onto Phase II
- C. The background investigation unit will notify the applicant of the following requirements / information (phase II):

1. Submit payment of all current processing fees (personal check or money order payable to the SFSD).
 2. Schedule Live Scan fingerprinting and photograph. The Live Scan system will route the fingerprints to the California DOJ and FBI. A photograph must be taken annually or sooner if the applicant's appearance has changed.
 3. Applicant's name and aliases are recorded on an information sheet. A Local Agency Records Check will be conducted on each CCW applicant. An "Authorization to Release Information form" will be distributed to each applicant. The "Authorization to Release Information form" must be notarized and returned to the Background Investigations Unit within 5 business days of receipt. Applicants shall return the form via certified mail or it may be hand-delivered to a background investigator. If not received within 5 business days, the application will be denied.
 4. Provide proof of firearm safety course to be completed within the time provided by the background investigator.
 5. If (Phase II) is successful, the applicant will advance to Phase III. If not, the applicant will receive a letter of notification.
- D. The background investigation unit will notify the applicant of the following requirements / information (phase III):
1. Schedule psychological screening through an SFSD approved provider.
 2. Schedule a range qualification course.
 3. If (Phase III) is successful, the applicant will advance to (Phase IV). If not, the applicant will receive a letter of notification.
- E. Final authorization / requirements (phase IV):
1. The Background Investigations Unit Commander will forward the completed CCW file to the Sheriff via Chain of Command
 2. The SFSD shall give the applicant written notice indicating whether or not the application is approved or denied within 90 days of receipt of the initial application and supporting documentation as outline in (Phase I) for a new license or license renewal, or 30 days after receipt of a criminal history background check from the Department of Justice, whichever is later.
 3. The license is prepared by the Background Investigations Unit on a State approved form. The applicant's completed file is maintained at the Background Investigations Unit for filing and tracking.
- F. CCW license renewals:
1. An application to amend a license does not constitute an application for renewal of the license.
 2. Renewal applications will be reviewed by the Background Investigations Unit. Portions of a background check will be conducted. Firearms registration checks will be conducted with the results placed in the applicant's file.

3. The Unit Commander of the Background Investigations Unit will review the file to assure that all information is current and that justification for a CCW license remains valid. The Unit Commander will forward the file to the Chain of Command for review and approval.
4. The applicant will be notified in writing by the Background Investigations Unit whether the license will be renewed or denied. If approved, it shall be issued in the same manner as new licenses.

G. Distribution of license copies:

1. White: California State CCW License that is laminated and retained by the licensee.
2. Pink: Sheriff's Department copy of the license is retained in CCW file.
3. Yellow: The State copy is forwarded quarterly to the California Department of Justice as follows:
 - a. A list of issued licenses and State fees required is created (from the yellow copies of the CCW licenses issued in the last quarter).
 - b. A request for a pay warrant is created and forwarded to Sheriff's Accounting / Auditor's Office.

H. Statistics: The Background Investigations Unit shall complete a monthly statistics report no later than the 3rd day of each month. This data will remain on file at the Background Investigations Unit and a copy of the data shall be immediately forwarded to the Department of Justice. Monthly statistics will reflect the following data:

1. The denial of a license;
 2. the denial of an amendment to a license;
 3. the issuance of a license;
 4. the amendment of a license and
 5. the revocation of a license.
- I. Annually, by January 3rd of each year, the Background Investigations Unit shall submit to the Attorney General the total number of licenses issued to peace officers, pursuant to current law.

III. Forms:

CCW Initial application Information sheet

California Department of Justice Standard Application for License to Carry a Concealed Weapon (CCW)

Range Requirements and Procedures for CCW Applicants

List of Fees

License to Carry Concealed Pistol Revolver, or Other Firearm within the state of California (DOJ FD 4501) 9932872

IV. Reference:

Applicable Current Penal Code Sections