


<b>SAN FRANCISCO SHERIFF'S DEPARTMENT</b>  <b>POLICY AND PROCEDURE</b>	Date Issued: <b>06/23/2011</b>	Policy #: <b>SFSD 01-15</b>
	Last Revised: <b>06/28/2012</b>	
	Related Policies:	
	Approved By: <i>Vicki L. Hennessy</i> <b>Vicki Hennessy, Interim Sheriff</b>	
Chapter: <b>01 Administration</b>	Title: <b>Carry Concealed Weapon</b>	

**POLICY:** California Penal Code (PC) Sections 26150 through 26225 provide the legal framework and minimum criteria for issuing a Carry a Concealed Weapon (CCW) to members of the general public. The decision to issue a CCW license is discretionary. Penal Code section 26150 provides that the Sheriff may issue, but is not required to issue a CCW license.

**PURPOSE:** To establish a written uniform policy setting forth the general license requirements and application procedure for the issuance and / or denial CCW licenses.

**I. General:**

- A. The Sheriff is authorized to issue two types of CCW licenses to members of the general public with no more than one concealable firearm per license and one license per person.
  - 1. Employment:
    - a. The Sheriff may issue a CCW license to qualifying residents of other counties whose principle place of employment or business is in the City and County of San Francisco (CCSF) and who spend a substantial period of time at that location. These licenses are only valid in CCSF and expire in 90 calendar days. An employment license can only be renewed with the concurrence of the licensing authority in the county in which the license holder resides.
  - 2. Resident:
    - a. These licenses may be issued to qualified applicants who reside within the CCSF for a term not to exceed two years. Resident licenses issued to qualifying state or federal judges, magistrates, or court commissioners may be authorized for a term not to exceed three years.
- B. Any CCW license may contain additional restrictions and conditions such as time, place, manner, and circumstances in which the weapon may be carried and the length of time the license will remain valid. To be eligible for a license an applicant must be:
  - 1. A San Francisco resident, for a residency license, or a non-resident whose principle place of employment is in San Francisco and who spends a substantial amount of time at that location for an employment license.
  - 2. A citizen or legal resident of the United States of America.
  - 3. At least 21 years of age at the time the application is submitted.

C. Good Cause

1. The applicant must establish that there is good cause for the Sheriff to issue a CCW license. Good cause to issue a CCW license generally exists in the conditions of necessity. Applicants must supply convincing evidence of the following:
  - a. There is a presently existing significant risk of danger to life or of great bodily injury to the applicant and / or his or her spouse, domestic partner, and / or dependent(s);
  - b. the danger of harm is specific to the applicant and / or his or her immediate family and is not generally shared by other similarly situated members of the public;
  - c. existing law enforcement resources cannot adequately address the danger of harm;
  - d. the danger of harm cannot reasonably be avoided by alternative measures and
  - e. licensing the applicant to carry a concealed weapon is significantly likely to reduce the danger of harm.
2. While each of these factors is considered in the decision making process, a good cause determination is based on the totality of circumstances for each individual case and the Sheriff's determination is discretionary and final.

D. Good Moral Character

1. If good cause is demonstrated, the SFSD shall conduct a background investigation in order to determine whether the applicant is of good moral character. To demonstrate good moral character the applicant must at a minimum:
  - a. Pass a background, including fingerprinting and personal references.
  - b. Be and remain qualified under state and federal law to possess, receive, own, and / or purchase a firearm.
  - c. Have no history of citations, arrests, convictions, civil lawsuits, employment discharges, dishonorable military discharges, license denials, license revocations or other actions indicating a possible propensity for violence, moral turpitude, drug and / or alcohol abuse, carelessness with weapons, and / or dishonesty.
2. The Sheriff shall make his moral character determination based on the results of the background investigation and any other pertinent information about the applicant's character and the totality of the circumstances. The Sheriff's decision is discretionary and final.

E. Personal Suitability

1. The applicant must be free of any psychiatric and / or psychological conditions that may impact judgment when carrying a concealed weapon. The SFSD

requires all applicants to undergo a psychological examination administered by an approved SFSD provider.

**F. Firearms Training and Range Qualifications**

1. The applicant must establish legal ownership and registration of the weapon to be licensed and must successfully complete 16 hours of training, as approved by the SFSD for purposes of CCW licensing. The applicant must successfully complete a range qualification class administered by the SFSD. Applicants are required to purchase and qualify with only an authorized firearm designated by the SFSD and are also responsible for providing their own ammunition.

**G. Additional Information**

1. CCW license applications are available by contacting the Background Investigations Unit, located at 120-14<sup>th</sup> Street, San Francisco, California, 94103. Applicants may contact a Background Investigator at (415) 734-2301. Applicants should be aware that the application includes substantial personal information much of which may be subject to public access release under the Public Records Act and the Sunshine Ordinance.
2. Applicants who are denied a CCW license will be advised of the reason for the denial.

**II. Procedures:**

Not Applicable

**III. Forms:**

Not Applicable

**IV. Reference:**

California Penal Codes 26150-26225  
DOJ Application for License to Carry a Concealed Weapon (CCW)  
SB 610