

Idaho Department of Correction 	<b>Standard          Operating          Procedure</b>  <b>Office of          Professional          Standards</b>	<b>Control Number:</b> 119.01.01.001	<b>Version:</b> 1.2	<b>Page Number:</b> 1 of 8
		<b>Title:</b> Use of Firearms		<b>Adopted:</b> 8-12-2008  <b>Reviewed:</b> 8-12-2008  <b>Next Review:</b> 8-12-2010

This document was approved by James Loucks, chief investigator of the Office of Professional Standards, on 8/12/08 (signature on file).

#### BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

#### POLICY STATEMENT NUMBER 119

[Firearms Instruction](#)

#### POLICY DOCUMENT NUMBER 119

[Firearms Instruction](#)

#### DEFINITIONS

[Standardized Definitions List](#)

**Backup Firearm:** Any firearm, other than the primary (service) firearm, that is authorized to be carried in a concealed manner.

**Certified Firearms Instructor:** Any Department staff member who (1) completes a course of training in police firearms instruction, and (2) received and still holds a current certification through the National Rifle Association (NRA) or other recognized training agency that provides police firearms instruction.

**Department:** The Idaho Department of Correction.

**Department-issued Firearm:** A firearm that is purchased by the Department and issued to Department employees as a primary (service) or backup firearm.

**Office of Professional Standards (OPS):** The designated unit under the Director's Office with primary responsibility for conducting investigations of employee misconduct allegations and providing assessment and general investigative services for the Department.

#### PURPOSE

The purpose of this standard operating procedure (SOP) is to provide Office of Professional Standards (OPS) investigators with guidelines for the use, maintenance, and safety of Department-issued firearms and the qualification requirements for their use.

#### SCOPE

This procedure applies to OPS investigators only.

**RESPONSIBILITY**

***Chief OPS Investigator***

The chief OPS investigator (or designee) is responsible for monitoring each OPS investigator’s compliance with this SOP.

***OPS Investigators***

Supervisors are responsible for implementing this SOP and for ensuring OPS investigators are practicing the guidelines, standards, and procedures provided herein. All OPS investigators will be required to read this SOP annually and participate in all training described herein.

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## GENERAL REQUIREMENTS

### 1. Authority to Carry

In order to minimize risk and provide the greatest degree of protection, the director of the Idaho Department of Correction (IDOC) and the chief OPS investigator (or designee) authorizes firearms to be carried by OPS investigators pursuant to the following rules:

- Only OPS investigators who (1) completes and maintains Idaho Peace Officers Standards and Training (POST) Academy law enforcement certification, (2) successfully passes POST-certified firearms training and qualification, and (3) successfully passes POST's use of force training, shall be authorized to carry a Department-issued firearm while on duty;
- Only ammunition that has been approved by the Department shall be used in Department-issued firearms.

### 2. Department-issued Firearm and Ammunition

OPS investigators are issued a Glock 23 (.40 caliber) pistol **and** Speer (Gold Dot ®) ammunition. (Pistol and ammunition are the only model/type currently approved by the Department. Other models/types must be approved by the director of IDOC.)

Each year, during the OPS investigator's first (1<sup>st</sup>) scheduled qualification, the chief OPS investigator will issue fresh ammunition to the OPS investigator. (See [section 8.](#))

**Note:** OPS investigators on special assignment (or OPS investigators who have a justifiable need), may submit a written request to the director of IDOC, seeking permission to carry an alternate Department-issued firearm and/or ammunition for a limited or indefinite period of time.

### 3. Safety

- Pursuant to Idaho Code 18-3302B, OPS investigators shall not carry any firearm when intoxicated or under the influence of an intoxicating drink(s) or drug(s).
- An OPS investigator shall report, in writing, to his immediate supervisor any use of over-the counter or prescription (Rx) medications/drugs **or** any physical ailment or injury that he reasonably believes could impair his ability or judgment to use a firearm.
- Removal of firearms from their holsters or other carrying devices for other than authorized purposes—such as tactical use, training and qualification, inspection, security, or cleaning and maintenance—shall be prohibited. Any careless, flippant, or casual use or display of a firearm shall constitute grounds for corrective or disciplinary action.
- When handling firearms, OPS investigators must treat the firearms as if they are loaded, point the firearms in a safe direction, keep their fingers off the trigger until they are ready to fire, and be sure of their backstops.
- When a Department-issued firearm and/or ammunition is being used in the performance of duty, OPS investigators shall be responsible for carrying their firearms and/or ammunition in a safe and secure manner as authorized by the Department. (**Note:** Except for urgent or emergency situations, prior to entering any

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correctional facility, the OPS investigator must secure his firearm and/or ammunition and shall not be allowed to enter the correctional facility with his firearm and/or ammunition.)

- OPS investigators shall be responsible for the safe storage of their firearm and/or ammunition by using trigger or safety locks, safety holsters, security cases, safes, gun and ammunition lock boxes, etc.

#### 4. Carrying a Firearm

##### ***At All Times***

OPS investigators will be responsible for the following:

- Handling, maintaining, and securing their assigned firearm in a safe and judicious manner;
- Carrying their firearm in a Department-approved holster; and
- Carrying their badge and Department identification (ID) card when wearing use of force equipment. (**Note:** The badge or ID card must be prominently displayed when the weapons is unconcealed or drawn.)

**When in plain clothes**, OPS investigators shall conceal their firearms pursuant to Idaho Code 18-3302, unless any of the following apply:

- The OPS investigator is in the workplace, **and** the OPS investigator's badge is prominently displayed next to his firearm;
- The OPS investigator is engaged in law enforcement actions that may reasonably require quick access to his firearm, **and** the OPS investigator's badge is prominently displayed next to his firearm; or
- The OPS investigator is engaged in activities where it would be permissible for a citizen to carry an unconcealed (exposed) firearm (e.g., hunting or target practice).

**Note:** The OPS investigator's reckless or unjustified use of force may result in criminal and/or civil actions being taken. The Department may also elect to take corrective or disciplinary action. (See SOP [205.07.01.001](#), *Corrective and Disciplinary Action*.) The chief OPS investigator (or designee) may, at his discretion, remove a Department-issued firearm from any OPS investigator.

##### ***When On-duty***

OPS investigators are authorized to use firearms in the performance of their official duties for the following reasons:

- Self-defense, or
- To defend another person from circumstances which are reasonably believed to be life-threatening or may potentially cause serious bodily injury.

In any event, warning shots shall not be fired.

**Note:** Carrying personally-owned firearms while on duty is strictly prohibited.

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### ***When Off-duty***

OPS investigators may carry their Department-issued firearm or personally-owned firearm in accordance with applicable state law.

OPS investigators choosing to carry a Department-issued firearm off-duty must carry their badge **and** Department identification (ID) card **and** wear the weapon in a manner that will not create or draw undue attention.

### ***When Traveling on a Commercial Airplane***

OPS investigators are governed by federal regulations for carrying firearms on commercial aircraft. When traveling on commercial aircraft, OPS investigators shall:

- Familiarize themselves with Code of Federal Regulation (CFR), Title 49, Section 1544.219, **and** related documentation; and
- Complete the training program “Law Enforcement Officers Flying Armed” as provided by the Idaho State Police (ISP).

## **5. Training and Qualification Requirements**

Quarterly training and/or qualification is recommended but at a minimum, all OPS investigators authorized to carry firearms shall qualify with each Department-issued firearm on a semi-annual basis.

### ***Training***

OPS investigators authorized to carry firearms must:

- Complete firearms training as provided by the Division of Community Corrections (**or** Division of Prisons), and
- Wear all use of force equipment including body armor, if issued, while on the firing line participating in live fire training.

**Note:** Firearms and ammunition used for training shall be consistent with Department-approved standards. (See [section 2.](#))

### ***Qualification***

OPS investigators shall qualify using proficiency standards established by the Department or POST (see appendixes A & B). The proficiency standards include, but are not limited to,

- Testing at night (and in reduced light situations),
- Combat simulation, and
- Testing using both support and strong hand positions.

**Note:** Following a return to duty after a leave of absence **or** upon missing their scheduled appointment to qualify, OPS investigators shall be required to qualify (within a reasonable period of time) with their primary (service) handgun.

### ***Failure to Quality***

If an OPS investigator fails to qualify with any particular firearm:

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- The OPS investigator will receive one-on-one instruction from a certified firearms instructor and will be given three (3) opportunities to qualify with the firearm over the next seven (7) working days following his failure to qualify.

**If the OPS investigator fails to qualify over the seven (7) working days**, the chief OPS investigator must do the following:

- Prepare a special counseling record of an unsatisfactory performance with firearms (**Note:** The OPS investigator must now be given 21 working days from the date of special counseling in which to qualify with the firearm.); and
- Assign the OPS investigator to remedial firearms training.

**If the OPS investigator qualifies within the 21 working days following submission of the special counseling record:**

- He shall be required to qualify once per month for the next year to ensure firearms proficiency.

**If the OPS investigator does not qualify within the 21 working days following submission of the special counseling record:**

- He shall receive an unsatisfactory performance rating and notified of contemplated disciplinary action. (See SOP [205.07.01.001](#), *Corrective and Disciplinary Action*.)

**Note:** Certified firearms instructors are responsible for monitoring firearms qualification and re-qualification training, and ensuring OPS investigators are properly certified before being authorized to carry a Department-issued firearm.

## 6. Independent Practicing

OPS investigators may use their Department-issued firearms to practice on their own providing the practice is conducted in a safe environment.

The Department will provide up to 50 rounds of practice ammunition a month.

**Note:** Ammunition used for practice shall be consistent with Department-approved standards. (See [section 2](#).)

## 7. Incidents and Incident Reporting

Any OPS investigator involved in an incident in which a Department-issued firearm was discharged shall be immediately removed from his current position and placed on administrative leave. The OPS investigator shall remain on administrative leave until a final decision is made regarding his fitness for duty.

### **Verbal Reporting**

#### **Discharge of Firearms**

For incidents involving the discharge of a Department-issued firearm, the OPS investigator shall **immediately** verbally report the incident to the chief OPS investigator (or designee), who will report to the director of the IDOC.

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### **Firearms Pulled or Pointed at a Person**

For incidents in which a Department-issued firearm is pointed at another person, the OPS investigator shall verbally report the incident to the chief OPS investigator (or designee) within 24 hours of the incident.

### **Written Reports**

For any incident described in the subsection, [Verbal Reporting](#), above, a written incident report, [105 Report Form](#), will be completed by 10 a.m. the next working day. For further details on 105 reporting, see section 4 of SOP [105.02.01.001](#), *General Reporting and Investigation of Major Incidents*.

**Note:** The [105 Report Form](#) can also be accessed from the Electronic Department of Correction (E-Doc) home page.

## **8. Inspection, Storage, and Inventory**

The chief OPS investigator (or designee) shall be responsible for issuing firearms and ammunition, maintaining custody and control over spare firearms and excess ammunition, and ensuring their proper storage, care, and maintenance.

### **Inspection**

A manufacturer-certified armorer shall inspect all Department-issued OPS firearms and ammunition at least once yearly. However, it shall be the responsibility of the OPS investigators to maintain clean and serviceable Department-issued firearms and ammunition at all times. The chief OPS investigator shall maintain completed inspection sheets (Appendix C) for a period of one (1) year **or** until superseded.

### **Storage**

To prevent theft and/or negligent use, all Department-issued OPS firearms and ammunition shall be stored and maintained in a controlled environment.

### **Inventory**

The chief OPS investigator (or designee) shall inventory all Department-issued OPS firearms and ammunition at least once yearly. The chief OPS investigator shall maintain completed inventory sheets (Appendixes D and/or E) for a period of one (1) year **or** until superseded.

## **9. Modifications to Firearms or Ammunition**

Generally, modification shall not be made to any Department-issued OPS firearm or ammunition. However, the chief OPS investigator (or designee) may approve, in writing, any exceptions to this provision.

## **10. Turning in/Returning Firearms and Ammunition**

Upon resigning, terminating employment, or transferring, OPS investigators will return all Department-issued firearms and/or ammunition issued them to the chief OPS investigator (or designee).

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## 11. Lost or Stolen Firearms and Ammunition

In the event a firearm and/or ammunition is lost or stolen, the OPS investigator shall immediately file a report with the law enforcement agency of jurisdiction. In addition, the OPS investigator shall immediately report the lost or stolen firearm and/or ammunition to the chief OPS investigator (or designee) and submit a written incident, [105 Report Form](#), by 10 a.m. the next working day.

## REFERENCES

Appendix A, *Qualification Course Score Sheet*

Appendix B, *Sample POST Firearms Qualification Course Score Sheet*

Appendix C, *Glock Pistol Inspection Form*

Appendix D, *Sample OPS Inventory*

Appendix E, *OPS Property Transfer Sheet*

Code of Federal Regulation, Title 49, Chapter 12, Part 1544, Section 1544.219, *Carriage of Accessible Weapons*

Idaho Code, Section 18-3302, *Issuance of Licenses to Carry a Concealed Weapon*

Idaho Code, Section 18-3302B, *Carrying Concealed Weapons under the Influence of Alcohol or Drugs*

– End of Document –

**IDAHO DEPARTMENT OF CORRECTION**

**Qualification Course Score Sheet**

<b>Date:</b>	
<b>Weapon Type:</b> <input type="checkbox"/> Glock 22 <input type="checkbox"/> Glock 23	<b>Serial Number:</b>
<b>Investigator's Name:</b>	<b>Work Site:</b>
<b>ALL STAGES ON COMMAND FIRED ON A TQ-19 TARGET</b>	
<b>Stage One: 3 yard line, 12 Rounds Total</b>	
Repeat Drill	
Draw, fire 2 rounds center mass, take 1 step back, fire 1 round at the head <b>(REPEAT 3 times)</b>	
Note: Emphasis is on placing more distance between the shooter and the target.	
Hits = ____ of 12	
<b>Stage Two: 5 yard line, 10 Rounds Total</b>	
Body Armor Drill	
Draw and fire 2 rounds center mass and 1 round at the head <b>(REPEAT 1 time)</b>	
Draw and fire 2 rounds center mass <b>(REPEAT 1 time)</b>	
Hits = ____ of 10	
<b>Stage Three: 7 yard line, 14 Rounds Total</b>	
Draw and fire 2 rounds center mass <b>(REPEAT 1 time)</b>	
Face RIGHT, turn to face target, draw and fire 2 rounds center mass	
Face LEFT, turn to face target, draw and fire 2 rounds center mass	
Face REAR, turn to face target, draw and fire 2 rounds center mass	
<b>Body Armor Drill:</b> Draw and fire 2 rounds center mass and 1 round at the head	
<b>Timed Drill:</b> Draw and fire 1 round at the head	
Hits = ____ of 14	
<b>Stage Four: 10 yard line, 8 Rounds Total</b>	
Advance on target with weapon at "safety circle" or "low ready", on command fire 2 rounds center mass. <b>(Note: The command to fire is given once at the 7 yard line and once at the 5 yard line. All movement halts at the 10 yard line.)</b>	
Back away from the target with weapon at "safety circle" or "low ready", on command fire 2 rounds center mass. <b>(Note: The command to fire is given once at the 5 yard line and once at the 7 yard line. All movement halts at the 10 yard line.)</b>	
Hits = ____ of 8	
<b>Stage Five: 15 yard line, 4 Rounds Total</b>	
<b>Timed Drill:</b> Draw and fire 4 round center mass in 10 seconds.	
Hits = ____ of 4	
<b>Stage Six: 25 yard line, 2 Rounds Total</b>	
<b>Timed Drill:</b> Draw and fire 2 round center mass in 15 seconds.	
Hits = ____ of 2	
100 % of the rounds fired are required to be in the body of the silhouette. The shooter will be disqualified if there are any rounds fired outside of the silhouette. Each shooter can make one additional attempt to qualify. The shooter need only to re-shoot the stage(s) they were unable to pass on the first attempt.	<b>Total Score</b> Hits = ____ of 50
<b>Instructor's Name:</b>	Select one: <input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified
<b>Instructor's Signature:</b>	

IDAHO DEPARTMENT OF CORRECTION

Sample POST Firearms Qualification Course Score Sheet



POST FIREARMS QUALIFICATION COURSES

QUALIFICATION SCORES:

POST Short Course: 85%

WEAPON:

POST Instructors: 95%

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Serial #: \_\_\_\_\_

Applicant's Full Name (please print): \_\_\_\_\_

SSN \_\_\_\_\_

Applicant's Agency: \_\_\_\_\_

Date: \_\_\_\_\_

TARGET SCORING

HITS:

Inside \_\_\_\_\_ X 5 = \_\_\_\_\_

Outside \_\_\_\_\_ X 4 = \_\_\_\_\_

OTHER HITS:

Other \_\_\_\_\_ X 0 = \_\_\_\_\_

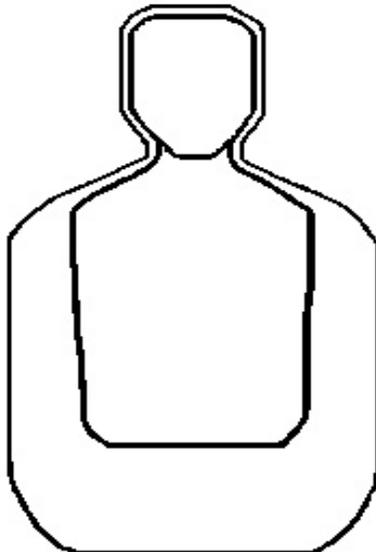
SHOULD BE 60 TOTAL SHOTS \_\_\_\_\_ POINTS \_\_\_\_\_

TOTAL POINTS                      DIVIDED BY 3 = SCORE                      %

Examiner Name and Agency- (Please Print)

Examiner's Signature

TQ-21 TARGET IS REQUIRED    POST SHORT COURSE



**\*FIRST STATION: 25 Yards - 60 Seconds**  
9 Rounds Kneeling Behind Barricade  
6 Rounds Standing Behind Barricade-Strong Hand  
3 Rounds Standing Behind Barricade-Support Hand

**\*SECOND STATION: 15 Yards - 35 Seconds**  
18 Rounds Point Shoulder At Eye Level

**\*THIRD STATION: 7 Yards - 20 Seconds**  
12 Rounds Eye Level

**\*FOURTH STATION: 3 Yards - 15 Seconds**  
8 Rounds Below Eye Level-Strong Hand  
4 Rounds Below Eye Level-Support Hand

Instructors Only

Date last class instructed \_\_\_\_\_

Revised June 2005

# IDAHO DEPARTMENT OF CORRECTION

## Glock Pistol Inspection Form

**WARNING: NO LIVE AMMUNITION IN INSPECTION AREA; CHECK THAT PISTOLS AND MAGAZINES ARE UNLOADED AND CLEAR.**

Name: \_\_\_\_\_ Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_ Date: \_\_\_\_\_

### INSPECTION OF ASSEMBLED PISTOL

(Mark pass/fail)

- |                                       |   |
|---------------------------------------|---|
| 1. External visual inspection _____   | 5. Trigger reset check _____                  |
| 2. Trigger safety check _____         | 6. Does empty magazine lock slide back? _____ |
| 3. Trigger pull _____                 | 7. Are component parts correct? _____         |
| 4. "Locking up" and "unlocking" _____ | 8. Engagement _____                           |

### INSPECTION OF FIELD STRIPPED AND DETAILED STRIPPED PISTOL

Component	Pass	Fail	Component	Pass	Fail
<b>I. FIELD STRIPPED EXAM</b>			5. Firing pin spring		
<b>A. Barrel</b>			6. Spacer sleeve		
1. Barrel bulged			7. Firing pin channel liner		
2. Cracks at muzzle or chamber			<b>C. Extractor Depressor Plunger Assembly</b>		
3. Longitudinal cracks			1. Installed properly		
4. Condition of lugs			2. Spring straight and undamaged		
<b>B. Slide</b>			3. Correct spring loaded bearing		
1. Sights/Night Sights (inspection)			<b>D. Extractor</b>		
2. Front Sight pin/screw present			1. Upgrade present		
3. Grooves (condition of)			2. Condition of extractor		
4. Guide ring			<b>E. Firing Pin Safety</b>		
5. Cracks, especially under ejection port			1. Upgrade present		
6. Slide "stop" lever notch			2. Firing pin safety spring in place		
7. Brass deposits (excessive?)			3. Firing pin safety test		
8. Extractor clearance (clean?)			<b>D. Locking Block Pin—upgrade</b>		
<b>C. Receiver</b>			<b>E. Trigger Pin</b>		
1. Magazine catch			<b>F. Locking Block</b>		
2. Receiver cracks			<b>G. Trigger Spring—installed correctly</b>		
3. Slide stop lever tension			1. With proper connector		
4. Correct ejector			<b>H. Trigger with Trigger Bar</b>		
5. Condition of rails			1. Correct for the pistol		
6. Slide lock (up & to the rear)			2. Unusual wear		
<b>D. Recoil Spring Assembly</b>			<b>I. Trigger Mechanism Housing</b>		
<b>II. DETAIL STRIPPED EXAM</b>			1. Ejector condition		
<b>A. Slide Cover Plate</b>			2. Connector tight		
<b>B. Firing Pin Assembly</b>			<b>J. Magazine</b>		
1. Upgrade present			1. Tube-lips damaged		
2. Correct firing pin			2. Spring-correct, undamaged		
3. Nose chipped or broken?			3. Follower, cracked, broken		
4. Firing pin spring cups			4. Correct for pistol		

Remarks: \_\_\_\_\_

Reassembly—After the component parts of the "detailed stripped" pistol have been found to be acceptable (or have been corrected), and they have been cleaned, the pistol will be reassembled. The reassembled pistol will then be reinspected to ensure functionality.

Inspected By: \_\_\_\_\_

**Note:** This form is a true representation of GLK#129; © GLOCK, 2002; rev.12/01

Appendix C

1119.01.01.001 v1.2



**IDAHO DEPARTMENT OF CORRECTION**  
**OPS Property Transfer Sheet**

Date: \_\_\_\_\_

Transferring Department: \_\_\_\_\_

Property Manager (or representative): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Delivery Location/Department: \_\_\_\_\_

Property Number	Description	Serial Number

I accept financial liability for loss or damage to this (these) item(s). All tag or grant, model, and serial numbers for this (these) item(s) have been verified and are hereby received.

Receiving Entity: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Expected Return Date: \_\_\_\_\_