

FACILITY FIREARMS

STANDARD NO(S):

NYSSA #19, 20,21, 38, 76

DATE:

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REFER TO:

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I. OBJECTIVE:

To ensure all Correction Officers are trained in the use of facility firearms, continually conform to NYS Article 35 (Use of Force) and successfully pass semi-annual weapons qualifications.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to train all officers in the proper use of firearms.

III. DETAILS:

- A.** The Chief Administrative Officer will authorize designated Correction Officers to carry firearms in the performance of their duties.
- B.** All designated officers will attend a forty seven (47) hour course of instruction on the use of deadly physical force, firearms safety procedures, familiarization with issued firearms, and additional subjects as deemed necessary by a NYS DCJS OR COC certified firearms instructor.
- C.** It is the responsibility of designated Correction Officers to be thoroughly familiar with the conduct described in Article 35 and the pertinent definitions appearing in Articles 10, 35 and 265 of the Penal Law and the policies entitled "Inmate Transports" and "Use of Force".
- D.** The Seneca County Correctional Facility issued firearm will be the Glock model 22, 40 caliber pistol.
- E.** The firearm instructor will conduct a firearm qualification course consisting of both day and night live fire practices. Each designated Correction Officer must attain a proficiency of seventy (70) per cent to achieve qualification. Each designated Correction Officer will repeat the course until qualification is achieved or until it is determined that the officer is incapable of qualifying.
- F.** Each designated Correction Officer authorized to carry a firearm must re-qualify semi-annually.

- G.** Firearms will not be taken home except with prior approval of the Sheriff.
- H.** Only firearms and ammunition issued by the facility will be used by Correction Officers in the performance of their duties.
- I.** Firearms and ammunition will not be permitted within the secure area of the facility.

IV. ISSUANCE OF FIREARMS

- A.** The Shift Supervisor will designate which Correction Officer(s) will be issued weapons. When a firearm is issued, [Form CF-035 \(Firearm Issuance Form\)](#) will be completed by the Shift Supervisor. Such documentation will be maintained in the Sergeant's Office and will include the following:
 - 1. The name of the officer to whom the weapon and ammunition is issued.
 - 2. The date and time of issuance.
 - 3. The date and time the weapon and ammunition are returned.
 - 4. The serial number of the firearm and the quantity of ammunition issued.
 - 5. The name of the Shift Supervisor issuing the firearm and ammunition.
- B.** At various times, Corrections Officers volunteer on their own time, without compensation in any form to participate in a "ride along" with SCSO Deputy Sheriff's assigned to the Road Patrol Division, with the approval of the on-duty Road Patrol Supervisor.

This practice serves a dual function of allowing Corrections Officers to witness first hand the law enforcement function of the SCSO, while at the same time, allows Deputy Sheriff's assigned to the Road Patrol Division to interact with members of the Corrections Division for the betterment of the organization.

The Sheriff recognizes the value of such interaction between SCSO component members and at the same time will ensure the safety of Correction Officers participating in the "ride along" program by allowing those members to utilize SCSO firearms assigned to the Corrections Division for their protection provided that:

- 1. The Corrections Division member participating in the ride along program will request from the on-duty Corrections Supervisor permission to be assigned a Corrections Division firearm for use for one partial or complete tour of duty with a Deputy Sheriff from the Law Enforcement Division.
- 2. The Corrections Division Supervisor will after assessing the Corrections Division firearms needs for the particular time frame in question, either approve or disapprove the request for the firearms issuance, and;

3. The Corrections Officer requesting the temporary issuance of a Corrections Division firearm has been authorized by the Chief Administrative Officer as being a member designated to carry a firearms.
4. If the issuance of a Corrections Division firearm is authorized, by the on-duty Correction Supervisor, the procedure outlined in Section IV, A is to be followed.
5. Each firearm will be stored with three (3) magazines and will be secured in the firearm lockers located in the vehicle sallyport.
6. Facility issued firearms will only be stored in lockers labeled G, H, I, J, K and L,M,N,O &P.
7. Firearm locker keys will be secured in the Sergeant's Office and will be issued pursuant to subsection A. above.
8. Each officer who is issued a weapon will be held responsible for its condition.
9. Each officer must account for all ammunition upon return.

V. INSPECTION OF FIREARMS

- A. Firearms will be kept clean. Firearms may be inspected at any time by an armorer, a Shift Supervisor, the Correction Lieutenant, or the Chief Administrative Officer.
- B. An inspection of all facility firearms and ammunition will be conducted at least every six (6) months by a certified department armorer. Form [CF-037 \(Firearms Inspection Request Form\)](#) will be completed by a certified department armorer. Each CF-037 will include the following:
 1. The name of the person conducting the inspection.
 2. The date of the inspection.
 3. The serial number of each firearm.
 4. The quantity of ammunition.
 5. Any other information relative to the condition of the firearms or ammunition.

VI. FIREARM REPAIR

- A. It will be the duty of all Correction Officers to take proper care of the firearms in their possession.
- B. No officer will make or cause to be made any repair or modification on any firearm without the approval of a certified department armorer.

- C.** A Shift Supervisor will be immediately notified of a firearm malfunction or when a weapon is in need of repair.
- D.** Upon receiving a report that a firearm is in need of repair, the Shift Supervisor will:
 - 1.** Issue the officer a new firearm.
 - 2.** Clearly mark the firearm “Not Safe for Use” and secure it in the locker it was issued from.
 - 3.** Complete Form CF-037 and forward to a department armorer, as soon as possible, indicating the need for repair and the nature of the defect(s).
 - 4.** Make a notation in the shift log that the firearm is not to be issued until returned to service by the department armorer.
- E.** Upon receiving a completed form CF-037, the armorer will, as soon as possible, complete the requested inspection or repair.
- F.** Once the inspection or repair is completed, the firearm, along with the completed CF-037 will be returned to the Sergeant’s Office to be filed.

VII. SAFETY RULES

- A.** Officers must take the responsibility for the safe handling and storage of a firearm.
- B.** Officers must always handle firearms as if they are loaded.
- C.** Officers must always keep the firearm pointed in a safe direction. Safe direction is defined as a direction which only minor property damage can result, and no human injury can result, should an accidental discharge of the firearm occur. When pointing a firearm in a “safe direction”, officers must always consider the potential path of a projectile in the event of an accidental discharge.
- D.** Officers will utilize the charging barrel that is located adjacent to the firearm lockers in the vehicle sallyport.

VIII. LOADING/UNLOADING

- A.** Correction Officers will adhere to the following procedures when loading and unloading firearms.
 - 1.** Loading:
 - a.** Face in a safe direction with your finger outside of the trigger guard.
 - b.** Point the muzzle at the opening of the charging barrel.

- c. Lock the slide open (to the rear) and inspect the firearm.
- d. Insert a fully charged magazine and release the slide forward.
- e. With your finger outside the trigger guard and thumb on the back of the slide, holster the firearm.

2. Unloading:

- a. Face in a safe direction.
 - b. Leave the firearm holstered.
 - c. Press the magazine release and remove the magazine.
 - d. Draw the firearm from the holster with your finger outside the trigger guard.
 - e. Point the muzzle at the opening of the charging barrel.
 - f. Pull the slide to the rear to eject the chambered round. Do not attempt to catch the ejected round.
 - g. Lock the slide open (to the rear) and verify the firearm is empty.
 - h. Replace the ejected round into the magazine.
- B.** Firearms are not to be loaded or unloaded within the view of the public, except during emergency situations.
- C.** Once the firearm leaves the holster, you alone are responsible for your actions.