

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 206-P

REFERENCE STANDARDS: 1.3.9 1.3.10 1.3.11 1.3.12

SUBJECT: Lethal and Less Lethal Weapons – Specifications and Training

PURPOSE: To establish guidelines concerning the type of lethal and less lethal weapons used by officers, related training programs, and requirements concerning qualification and inspections.

I. FIREARMS - ON DUTY

- A. The handgun issued by the department is the Glock Model 22 semiautomatic .40 cal pistol. This pistol will be carried by all officers, on their person, when on duty. (1.3.9a) Ammunition for the department issued duty weapon is the .40 S&W bullet, which is supplied by the department.
- B. Exceptions to the above shall only be with the written approval of the Chief of Police. (1.3.9c)
- C. Sworn personnel are required to have and maintain a valid Illinois Firearm Owners Identification Card (FOID).
- D. Carrying A Second Firearm (1.3.9a)
 - 1. An officer may carry a second firearm on his person only with the written approval of the Chief of Police. Ammunition carried or used in the second firearm must be substantially similar to Department issued duty ammunition.
 - 2. Any approved second firearm must be carried concealed from view at all times.
 - 3. An officer must qualify with the second firearm before being allowed to carry it, and maintain such qualifications thereafter. (1.3.10)
 - 4. A Range Supervisor shall be appointed by the Chief of Police from the ranks of sworn officers with the department.

5. A certified range officer, designated by the Range Supervisor, must certify that the firearm has been inspected and meets department criteria. (1.3.9c)
- E. Only department-approved shotguns and rifles will be carried on duty. (1.3.9a) Rifles may only be utilized during incidents involving:
1. Suspect(s) who are armed or have access to weapons.
 2. The potential of encountering armed suspect(s).
 3. Suspect(s) using protective armor.
 4. Suspects(s) situated in a fortified location or tactically superior position.
 5. Perimeter containment as an immediate objective.
 6. The need for a superior weapons system.
 7. A dangerous animal beyond the capabilities of a pistol or shotgun.
 8. Supervisory approval based on other circumstances.
- F. Rifles will be issued at the beginning of each tour of duty and returned to the designated department storage area at the end of the shift. Each patrol vehicle operated by a police officer assigned to patrol duty shall be equipped with a rifle from the available supply of rifles. On patrol, rifles will be stored/carried in the following manner:
1. Unloaded at all times unless preparing for a tactical engagement.
 2. In the rifle rack or, with supervisor approval, other secure location in the patrol vehicle.
 3. With the bolt forward on an empty chamber/safety device and the safety engaged.
- G. Officers of this department, while on duty, are prohibited from consuming alcoholic beverages when carrying a firearm, except when on official department business and authorized to do so by the Chief of Police or his designee.
- H. The Range Supervisor shall maintain a written record of each firearm approved for use on duty. (1.3.9e) (Appendix A)
1. The written record shall contain:
 - a. The type, description, identifying model and serial # of the weapon;
 - b. The owner or assignee of the firearm;
 - c. The name of the official making the approval and the date of approval;

- d. The department approved qualification course of fire.

II. FIREARMS – OFF DUTY

- A. Department sworn officers are not required or encouraged to carry firearms off duty. If the department member is armed while off duty, the member must also have in his/her possession, their department identification card and police badge.
- B. Prior to carrying a non-department issued or approved handgun off duty, the following criteria shall be met:
 - 1. Written approval shall be obtained from the Chief of Police for the carrying of the weapon; (1.3.9a)
 - 2. The officer must qualify with the second firearm on a department approved course of fire before being allowed to carry it and maintain such qualification thereafter;
 - 3. A certified range officer designated by the Range Supervisor must certify that the firearm has been inspected and meets department criteria.

III. AMMUNITION – ON AND OFF DUTY

- A. The department shall issue ammunition carried or discharged in the department issued handgun, rifle and shotgun. (1.3.9b)
- B. Officers on duty, excluding those officers assigned to administrative or investigative duties, shall carry a minimum of thirty (30) rounds of department issued handgun ammunition.
- C. Ammunition will only be stored in the department armory prior to being issued. Once issued, excess ammunition will not be stored in areas accessible to other employees or the general public unless secured in an ammunition locker specifically manufactured for that purpose.

IV. DISPLAY OF WEAPONS

- A. No officer shall display or provide any weapon to a citizen to inspect, examine or otherwise handle unless authorized by the Chief of Police.
- B. All sworn officers assigned in non-uniform categories shall have their department badge in plain view when performing the job tasks for their respective positions.

V. BORROWING OR LOANING WEAPONS

- A. Weapons owned by the department will only be loaned to other law enforcement agencies with the written approval of the Chief of Police. The transfer of weapons will be documented in writing.
- B. Weapons borrowed from other agencies for use by this department will be approved by the Chief of Police after justification for their use is explained.

VI. PROCUREMENT OF FIREARMS

- A. The Range Supervisor shall be responsible for the purchase of all firearms for the department.
 - 1. Recommendations for the procurement shall be in writing with justifications for their use;
 - 2. The Range Supervisor shall follow the village purchasing procedures and forward a recommendation to the Deputy Chief of Support Services;
 - 3. The Chief of Police will have the final approval whether the procurement is made.

VII. STORAGE OF WEAPONS

- A. All officers are responsible for the safe storage of all weapons owned, issued or assigned at all times.
- B. Officers are not required to store department issued weapons at their place of residence.
- C. All weapons not in use, being stored at the department, will be secured in a locked storage unit and inaccessible to unauthorized persons. Weapons will not be left in unlocked lockers regardless of whether the entrance door to the locker room is locked.
- D. Officers storing weapons at their residence or any other location outside of the department shall be responsible for ensuring that the weapon is safely secured to prevent unauthorized persons from handling or using the weapon.
 - 1. The department shall issue cable locks to each officer who has been issued a department owned firearm with instructions on its use.

2. The issuance of cable locks shall be documented in writing with the record being maintained by the Range Supervisor.

VIII. IMPACT WEAPONS

- A. The following impact weapons are authorized for police officer use:
 1. Police Riot Baton (straight, non-weighted).
 2. Side Handle Baton (PR24).
 3. ASP Expandable Baton, 21" in length.
- B. Sworn uniformed department personnel, trained and issued an expandable baton, shall carry that baton on their duty belt, or if assigned a CEW, in their vehicle at all times while on-duty.
- C. Non-uniformed officers may carry a department approved expandable baton at their own discretion.
- D. The police riot baton may only be carried and used by sworn personnel who have been trained and certified in its use. Police riot batons will only be carried or used when issued by a supervisor for a specific incident or situation.
- E. Flashlights may be carried by department personnel and used as a defense against an assault.

IX. OLEORESIN CAPSICUM AEROSOLS (OC Spray)

- A. Personnel on duty shall carry the department issued OC Spray provided training has been received for its use and deployment.
- B. Non-uniformed officers may carry a department approved OC Spray at their own discretion.

X. CONDUCTED ELECTRICAL WEAPONS (CEW)

- A. Sworn uniformed department personnel, trained and issued a CEW, shall carry that CEW on their duty belt or department approved vest carrier at all times while on-duty.
- B. CEWs will be issued at the beginning of each tour of duty and returned to the designated storage area at the end of the shift. At a minimum, officers assigned to beats 1, 2, 3, 4, 5, 6, and 20 will be issued CEWs.

XI. OTHER WEAPONS

- A. All department owned weaponry utilized by the Crisis Resolution Team will be maintained by the supervisor of the CRT in the specified locked room. Training on the use and deployment of this equipment will be coordinated through the supervisor of the CRT with approval by the Deputy Chief of Operations and the Chief of Police. The use of these items are strictly reserved to qualified members of the CRT. *The types and specifications of weapons less lethal and lethal, along with the ammunition used by the Crisis Resolution Team are listed in appendix (B) of this directive.*
- B. The supervisor of the Crisis Resolution Team (CRT) will maintain all 37mm less lethal delivery systems and chemical grenades.
- C. Only CRT personnel who have qualified with the weapon will deploy these devices.

XII. TRAINING

- A. Training shall be provided to all department personnel authorized to use or carry weapons prior to being issued the equipment.
- B. Training will be conducted by certified instructors through various means: (1.3.11a)
 - 1. Basic Recruit Academy;
 - 2. Annual refresher training, which will include topics ranging from physical restraints, less lethal impact devices, use of force, etc. (1.3.11d)
 - 3. Outside training facilities, i.e.: Northeast Multi Regional Training, Northwestern Center of Public Safety, Cook County Sheriff's Academy, etc.
- C. The training provided shall be conducted and documented pursuant to DIR 509-S, Training. (1.3.11b)
- D. Personnel authorized under this DIR shall be issued written materials and instructed on their contents prior to being authorized to carry such weapon. (1.3.12)

XIII. QUALIFICATION WITH WEAPONS

- A. All sworn personnel shall qualify quarterly on a department approved course of fire with a department issued firearm and ammunition that they are authorized to carry, in addition to department owned rifles. Qualification assignments shall be done while the officer is on duty.

- B. The first quarterly handgun qualification each year shall be on the annual course of fire as mandated by the Illinois Law Enforcement Training and Standards Board (ILETSB). The range supervisor shall complete and forward the associated training roster as required by ILETSB.
- C. All sworn personnel shall additionally qualify quarterly on a department approved course of fire with each secondary or off-duty firearm they are authorized to carry. The individual officer shall supply secondary or off-duty firearm ammunition.
- D. The Chief of Police shall approve the Firearm Qualification Course of Fire with the requirements maintained in the Department Training File. The Range Supervisor shall maintain scoring records.
 - 1. A department certified range officer shall conduct qualifications.
 - 2. A score of 70% or greater shall be required on all department approved courses of fire. Scoring will be recorded as pass/fail.
 - a. If the officer fails all attempts to qualify, they will be provided with remedial training, (see Section XIV).
- E. All personnel authorized to carry/use less lethal weapons shall demonstrate proficiency with each weapon at least annually (1.3.10).
 - 1. Proficiency shall be demonstrated to a weapons instructor certified to provide training on that weapon to include:
 - a. Successful completion of a prescribed course designed to evaluate the knowledge and handling skills of the personnel that may include physical and/or written testing;
 - b. The instructor conducting the testing shall forward documentation of the proficiency to the Range Supervisor. (1.3.11b)
 - c. If the officer fails to qualify with less lethal weapons, they will be provided with remedial training (see XIV).
- F. A written record of all department approved qualification courses shall be maintained by the Deputy Chief of Support Services or his designee.
- G. The Range Supervisor will prepare quarterly reports indicating the results of the qualification with documentation forwarded to the Deputy Chief of Support Services.

XIV. REMEDIAL TRAINING

- A. Remedial training shall be required of those officers who fail to achieve the minimum scores or levels of proficiency that are required by the Department. (1.3.11c)

1. If the minimum proficiency score is not met with one of the following: a secondary weapon; an off-duty weapon; and/or any specialty weapon, the officer will forfeit his or her right to carry and/or use such weapon(s), on or off-duty, until successfully attaining the minimum acceptable qualification score. The officer will receive remedial training, which may include but is not limited to one-on-one training with a range officer, classroom instruction, or assignment to an approved training course.
 - a. Any officer failing to qualify a secondary weapon, off-duty weapon and/or specialty weapon during a required shooting proficiency qualification and is found carrying or using such weapon on or off duty, will face disciplinary action.
2. If the weapon is the officer's primary duty weapon, patrol rifle, or less lethal shotgun, the range officer will attempt to identify and correct the source of the failures. This may include one on one training, classroom instruction, assignment to an approved training course, or other appropriate method. Until such time as the deficiency is corrected and a passing qualification score is achieved, the officer shall not carry the firearm.
3. The range officer shall document any remedial training and subsequent qualification.
4. Failure to correct deficiencies and achieve a passing qualification score shall result in notification to the Chief of Police via the chain of command. Personnel may be subject to disciplinary action up to and including termination for inability to maintain vital job performance standards.

XV. INSPECTION AND MAINTENANCE OF WEAPONS

- A. Personnel who carry or have been issued weapons shall be required to inspect, clean and maintain them in a safe operating condition.
- B. The Range Supervisor shall be responsible for conducting and documenting inspections of all department owned firearms prior to their being issued for use, to ensure that the firearm meets department criteria, is safe, and is in good working order. (1.3.9c)
- C. Personnel shall report all non-functioning, deficient or unsafe weapons to their immediate supervisor as soon as possible. (1.3.9d)
 1. Upon notification, the supervisor shall remove the weapon from service;
 2. Notify the Range Supervisor for the temporary replacement of the deficient item;
 3. The Range Supervisor shall obtain the necessary repairs or replacement prior to returning the weapon to service.

- D. Department issued firearms shall be cleaned and inspected periodically by the Range Supervisor or his designee.
- E. The Range Supervisor shall maintain a written record of the inspection, cleaning and any necessary repairs performed on the department issued weapon.

XVI. EXPOSURE TO INFECTIOUS MATERIALS

- A. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in the firearm range areas where there is possible exposure to regulated waste. Food and drinks shall not be kept in the firearm range areas where there is a possible exposure to regulated waste.
- B. Personnel who perform the function of Range Officer will be required to submit to a blood test to establish a baseline lead content level upon assignment as a Range Officer. The blood tests will be repeated every two years thereafter to monitor lead exposure levels. The Human Resources Director will schedule the tests and maintain the records of these tests in compliance with applicable law.
- C. A "Lead Free Safe Zone" shall be identified in the firearms range by a line that is clearly marked on the floor and walls. Police personnel shall not perform cleanup tasks in the firearms range beyond the Lead Free Safe Zone without proper Personal Protective Equipment (PPE).

HANOVER PARK POLICE DEPARTMENT

Inter-Office Memo

To: Chief of Police Michael Menough

From:

Subject: Request for Approval to Carry Second Firearm and/or Off-Duty Firearm

Date:

Pursuant to Department DIR 206-P, I am requesting permission to:

☐ Carry the following secondary firearm, while on duty: Make _____ Model _____
Serial Number _____ Caliber _____

I, _____, a certified Hanover Park Police Department Range Officer, have inspected this firearm and have found it to be in proper functioning condition. _____
Signature of Range Officer

I, _____, a certified Hanover Park Police Department Range Officer, certify that this officer has successfully completed qualification course on ____/____/____.

Signature of Range Officer

☐ Carry the following secondary firearm, while off duty: Make _____ Model _____
Serial Number _____ Caliber _____

I, _____, a certified Hanover Park Police Department Range Officer, have inspected this firearm and have found it to be in proper functioning condition. _____
Signature of Range Officer

I, _____, a certified Hanover Park Police Department Range Officer, certify that this officer has successfully completed qualification course on ____/____/____.

Signature of Range Officer

Request to carry secondary firearm is ☐ Approved ☐ Denied _____
Chief of Police Date

Request to carry off-duty firearm is ☐ Approved ☐ Denied _____
Chief of Police Date

Authorized lethal and less lethal Weapons and Ammunition Utilized by the Crisis Resolution Team (1.3.9 a)

Weapons

<u>Type of Weapon</u>	<u>Brand</u>	<u>Caliber</u>	<u>Model</u>
Handgun	Glock	.40	22
Shotgun	Mossberg	12 Gauge	M590A1
Center fire Rifle	Armalite/Bushmaster	.223	M-15A4/XM-15EVS
Sub-Machinegun	H&K	.40	MP-5
Oleoresin Capsicum	Fox Labs	N/A	N/A
Riot Baton			Straight
Expandable Baton	ASP		21 Inch
37MM Single Shot	Thumper	37MM	Thumper
Conducted Electrical Weapon	Taser		X2

Ammunition (1.3.9 b)

<u>Brand</u>	<u>Caliber</u>	<u>Weight</u>
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Lethal

Winchester*	.223	55 grain Pointed Soft Point
Winchester*	.00 Buck	N/A
Federal*	.40	180-grain Jacketed Hollow Point (Hydra-Shok)

Less –Lethal

<u>Brand</u>	<u>Caliber</u>	<u>Type</u>
Combined Tactical Systems* (CTS)	12 Gauge	Super Sock and Sting Ball
Combined Tactical Systems* (CTS)	37 MM	Super Sock Powder Muzzle Blast CN, CS and OC Powder Barricade Projectile CN, CS and OC Liquid Barricade Projectile
TASER	25 Foot	Cartridge

* Brands may change due to the State Bidding Process
Appendix B: Directive 206-P (Revised 05/28/14)