

WOOD-RIDGE POLICE DEPARTMENT POLICY & PROCEDURES

WEAPONS AND AMMUNITION

BY THE ORDER OF:
John Korin
Chief of Police

OF PAGES:
26



EFFECTIVE DATE:
December 19, 2018

ACCREDITATION STANDARDS: 1.10.1, 1.10.2

PURPOSE The purpose of this policy is to establish and codify the Wood-Ridge Police Department's guidelines regarding its weapons, ammunition, and weapons training program.

POLICY It is the policy of the Wood-Ridge Police Department that agency personnel shall use only weapons, ammunition, holsters, and related accessories authorized by the Chief of Police in their law enforcement responsibilities. This policy applies to weapons and ammunition carried both on and off-duty. Only Wood-Ridge Police Department personnel demonstrating proficiency in the use of agency-authorized weapons are permitted to carry and use such weapons.

It is also the policy of the Wood-Ridge Police Department to provide ample training to its sworn personnel in the safe handling and use of authorized weapons and ammunition. Minimally, this agency will adhere to the tenets set forth in the New Jersey Attorney General's Guidelines regarding Firearm Qualification. This policy in no way will restrict this agency from providing more training than what is provided for by the New Jersey Attorney General's Office.

All on-duty sworn personnel will carry their Wood-Ridge Police Department badge while carrying a firearm, unless specifically excused by a supervisor during an operation or investigation.

It is further the policy of the Wood-Ridge Police Department that officers opting to carry a handgun in an off-duty capacity must also be in possession of their Wood-Ridge Police Department identification card while off-duty.

PROCEDURES

I. RESPONSIBILITIES

- A. The supervising firearms instructor (also referred to as the supervising weapons instructor, lead firearms instructor, senior firearms instructor, or range officer) is a weapons instructor with experience in conducting a PTC approved or equivalent weapons course, appointed by the Chief of Police, and having responsibility for all weapons and weapons training. The supervising firearms instructor is responsible for:
1. Enforcement of all of the provisions of this policy.
 2. Ensuring the safety of all individuals engaged in Wood-Ridge Police Department sanctioned weapons activities.
 3. Ensuring that all qualification and proficiency demonstration sessions are conducted in accordance with the provisions of the New Jersey Attorney General guidelines and directives.
 4. Ensuring that the proper weapons instructor-to-officer ratio exists at all times on the firing line. The below listed ratios are recommended, but not mandated. The supervising firearms instructor can adjust these ratios depending on the shooters' experience and past demonstrated proficiency:
 - a. One firearms instructor for up to six participants using handguns during daytime firing conditions.
 - b. One firearms instructor for up to three shooters using handguns during nighttime firing conditions.
 - c. One firearms instructor for every four shooters firing a patrol rifle.
 5. Ensuring that personnel certified in first aid or first responder are present on the range or immediately available to respond during qualification activities.
 6. Verifying that a suitable communications link exists between the practice range and emergency services personnel.
 7. Inspecting weapons, ammunition and holsters used in weapons qualification and proficiency demonstration and either approving or disapproving their use.
 8. Maintaining overall discipline at the practice range and firing line and taking action, up to and including removal, of any person whose activities or conduct constitutes a danger to any person.
 9. Adequately monitor and supervise all weapons qualification and proficiency demonstration or ensure that a qualified weapons instructor is present during qualification and/or proficiency demonstration activities.

10. Overseeing the maintenance of accurate records regarding each officer including the model and serial number of the weapon used, the ammunition used, and the results of the qualifying session.
 11. Submit to the Bergen County Prosecutor's Office a comprehensive report on each participant who fails to achieve the minimum qualification score as set forth in this policy.
 12. Coordination of all remedial training, including individual instruction, for personnel who are unable to successfully qualify or demonstrate proficiency with any weapons system.
- B. Weapons/firearms instructors must satisfy one of the following requirements:
1. Certified by the Police Training Commission (PTC) to instruct firearms in an approved basic course as defined N.J.A.C. 13:1-1.1; or
 2. Must have experience in conducting either a PTC-approved firearms course or an equivalent course; or
 3. Must possess training equivalent to the PTC-approved firearm instructor course and be able to demonstrate knowledge and skill in this field. Equivalent training includes successful completion of a firearms instructor training program such as offered by the Bergen County Police Academy, Federal Bureau of Investigation, United States Secret Service, Federal Law Enforcement Training Center, New Jersey State Police, Smith and Wesson Academy, the National Rifle Association Police Firearms Instructor Program, other local PTC certified police academy.
 4. Officers, certified as automatic/semiautomatic assault weapons firearms instructors, must complete an automatic/semiautomatic assault weapons instructor course offered by the Division of Criminal Justice or its equivalent.
 5. Mechanical force weapons instructors shall be qualified (certified) in the weapons system they are instructing and/or monitoring.
- C. Weapons instructor responsibilities include but, are not limited to:
1. The direct supervision and control of personnel assigned to the range for the purposes of qualification.
 2. Instructing all personnel in range safety and the appropriate handling and firing of the firearms being utilized.
 3. Rendering all possible assistance to assist personnel in achieving the minimum qualifying score.
 4. Remaining on the firing line with the personnel under their control unless properly relieved.
 5. Taking immediate and appropriate action when the action of anyone present at the range constitutes a danger to any person.

6. Notifying the supervising firearms instructor or his/her designee immediately upon discovering a weapon that appears to be malfunctioning or faulty.
 7. Accurately recording scores of qualification sessions and other pertinent information as necessary and relaying the information to the supervising firearms instructor or his/her designee.
 8. Participate in remedial training of non-qualifying personnel.
 9. Providing the supervising firearms instructor or his/her designee with the targets utilized by any officer that failed to qualify during initial and subsequent qualification attempts.
- D. Weapons instructors are prohibited from conducting qualification sessions on or off-duty that are not officially sanctioned by and expressly approved by the Chief of Police.

II. GENERAL

- A. Refer to this department's *Use of Force* policy for guidance and reporting requirements concerning firearm discharges, including unintentional or negligent discharges.
- B. This agency adopts the definitions set forth in the *New Jersey Attorney General's Guidelines regarding Firearm Qualification*.
- C. A list of authorized weapons and ammunition is contained in Appendix A.
- D. Officers shall promptly notify the duty tour command, and the Chief of Police through the chain of command, if they are on medication that can adversely affect their ability to handle or use a firearm or mechanical force weapon.
- E. Officers shall not at any time carry on his/her person a weapon when he/she is consuming or is under the influence of alcohol or prescription drugs that have the capacity to disturb his mental or physical capability. The Chief of Police must pre-authorize any exceptions to this requirement for covert operations.
- F. Officers shall not surrender a firearm. Surrendering a firearm rarely de-escalates a serious situation and, in fact, can place an officer and innocent persons in jeopardy.
- G. Prohibited carrying of handguns and other weapons:
 1. Officers are not authorized to carry firearms on the gaming floor of any Atlantic City casino or casino simulcasting facility, except in an emergency situation and at the request of the casino licensee's security department and upon notification to the New Jersey State Police (N.J.A.C. 13: 69D-1.13).
 2. Officers shall not carry a firearm or other device designed to injure or incapacitate a person within a Pennsylvania casino without the expressed written approval of the Pennsylvania Gaming Control Board (18 Pa.C.S. § 465a.13).

3. Officers shall not carry any firearm/weapon into any secure section of a correctional facility.
 4. Officers who are suspended or have otherwise had their official duty handgun removed from them for other reasons shall not carry a handgun at any time (on or off-duty).
 5. Officers shall not carry firearms in any foreign countries where such activity is prohibited.
 6. Officers shall not carry firearms within a court facility unless they are on official business (NOTE: the presiding judge can still order disarming).
- H. Officers are not authorized to carry a department-issued firearm while working for a private security business of any kind except where authorized by the Chief of Police in this department's *Extra Duty Employment* policy.
- I. Officers are prohibited from modifying, altering, or enhancing any Wood-Ridge PD or Wood-Ridge PD-approved weapon, accessory, and/or ammunition without the expressed written permission of the Chief of Police and Supervising Firearms Instructor.
1. This requirement includes approved personally owned off-duty and back-up handguns.
 2. This requirement includes but, is not limited to grips, sights, magazines, magazine parts, trigger pull, barrel length or extension, etc.
 3. This requirement extends to any personnel considering purchasing a weapon that has already been modified from its original manufacturer's specifications.
- J. Officers are prohibited from displaying a firearm to any person except according to law, upon demand of supervisory personnel, or in comportment with this department's *Use of Force* policy.
- K. Only authorized ammunition can be carried or used in a Wood-Ridge Police Department issued or approved firearm.
- L. Loss or theft of any Wood-Ridge Police Department authorized weapon or ammunition shall be immediately reported to the duty tour commander and to the law enforcement jurisdiction where the loss or theft had occurred. The duty tour commander shall ensure that any loss or theft is reported to the supervising firearms instructor or his/her designee and the Chief of Police as soon as practicable. The duty tour commander shall ensure that the weapon is promptly entered into the NCIC database.
- M. If a Wood-Ridge PD-authorized weapon becomes defective or is in need of repair:
1. If the weapon is a personally owned off-duty or back-up handgun the officer is responsible for getting it repaired. The officer shall take the handgun out of service and any previous permission that may have been granted by the Chief of Police to carry it is immediately rescinded until such time as it can

- be restored to a fully operable condition and re-inspected and approved by an armorer or qualified weapons instructor prior to carrying.
2. If the weapon is a duty handgun, the officer shall notify a firearms instructor, who shall repair or replace the handgun with a spare from the armory.
 - a. The malfunctioning handgun shall be clearly tagged as inoperative noting the date of removal from service and nature of the malfunction.
 - b. The malfunctioning weapon shall be made safe, unloaded and placed in the armory.
 3. Police rifles in need of repair and/or maintenance shall be taken out of service, made safe, clearly tagged as needing repair and secured in the armory. The tour commander shall ensure that the Supervising Firearms Instructor is notified verbally or in writing. Officers can take a spare rifle, if available.
 4. Damaged or inoperable batons shall be removed from service, clearly tagged as inoperable, and stored until repaired or replaced. If the baton cannot be repaired, one will be purchased and issued as soon as practicable.
 5. Damaged or expended OC shall be removed from service and discarded (properly emptied if full or partially full) in a trash receptacle. An instructor shall issue a replacement as soon as practicable.
 6. If a weapon becomes defective or in need of repair during proficiency training, a firearms instructor shall repair or reissue a replacement weapon until repairs can be made. All replacements shall be documented.
 7. The supervising firearms instructor or his/her designee or an authorized armorer will inspect any malfunctioning weapon to determine the cause of the malfunction. The supervising firearms instructor or his/her designee or armorer may repair the weapon or choose to send the weapon to the manufacturer for repair depending on the cause of the malfunction.
 8. All weapon repairs and maintenance transactions must be documented.
- N. All sworn personnel are required to carry an authorized handgun while on duty with the following exceptions:
1. When engaged in processing arrestees; or
 2. When the presence of a weapon might jeopardize the outcome of a covert operation or investigation; or
 3. When on convalescent, modified, transitional duty and carrying a weapon is impracticable; or
 4. When otherwise exempted by the Chief of Police.

- O. All Wood-Ridge PD-approved weapons and ammunition must be maintained in a state of operational readiness. Officers are responsible for maintaining their assigned/approved weapons, ammunition, holsters, and related accessories.
1. When engaged in field activities, duty handguns and spare magazines must be loaded to full capacity.
 2. Officers are subject to periodic and unannounced weapons inspection at any time and may be subject to disciplinary action if weapons are not kept clean and operational.
 3. Duty ammunition shall be issued or replaced as necessary by the supervising firearms instructor or his/her designee.
 - a. Expended ammunition shall not be replaced unless the officer provides a full accounting;
 - b. Upon separation (e.g., termination, retirement, etc.), personnel must surrender all Wood-Ridge PD issued ammunition and account for any shortages.
 4. The Chief of Police and supervising firearms instructor must approve all ammunition when carried in a personally owned off-duty or back-up handgun. The types and specifications of potential off-duty/back-up ammunition are contained in Appendix A. Additionally, when the duty handgun is used in an off-duty capacity, only Wood-Ridge PD issued ammunition can be used in the handgun.

III. GENERAL FIREARM SAFETY

- A. Treat all firearms as if they are loaded at all times.
- B. Never point a firearm at anyone or anything unless its use is indicated under the provisions of this department's *Use of Force* policy.
- C. Keep your finger off of the trigger until you are ready to shoot.
- D. Firearms shall never be left unsecured. This includes while at your usual place of abode or at work. Unattended firearms must be minimally secured with a trigger lock, barrel lock or similar device, or stored within a locked safe or similar receptacle when not being worn.
- E. When handling a firearm, point it in a safe direction to check its loaded/unloaded status. Make it safe if loaded. While at the range and when un-holstered, all firearms shall be pointed down range under the direction of the weapons instructor.
- F. Unless being worn as a handgun, firearms should be secured during transportation in a vehicle in a gun case or similar receptacle with ammunition stored separately.
- G. Never holster a handgun with the hammer cocked (when so equipped) unless the weapon is specifically designed for carrying in that condition.

- H. **Officers should not attempt to handcuff or search someone while holding a firearm.** This action makes it easier for the subject to make an attempt to gain control of a weapon and there is a greater risk of an accidental discharge. Whenever possible, the contact officer should have a covering officer. If the subject is under arrest, handcuff first and then search.
- I. Never use a firearm as a club or tool. It increases the chances of the firearm being taken, increases the danger of an accidental discharge or an unwarranted injury to a suspect
- J. When handing a firearm to another person, follow the below prescribed procedures:
1. **Semiautomatic handguns:**
 - a. Point muzzle in a safe direction;
 - b. If weapon is so equipped, engage the manual safety device;
 - c. Remove the magazine;
 - d. Lock the slide to the rear;
 - e. Visually and physically inspect the firing chamber to ensure that the weapon is empty;
 - f. Hand weapon to the recipient butt first, magazine out, slide locked to the rear.
 2. **Revolvers:**
 - a. Point muzzle in a safe direction;
 - b. Open cylinder and safely eject any live ammunition;
 - c. Place fingers through the cylinder window grasping by the top strap;
 - d. Hand weapon to the recipient butt first, cylinder open and empty.
 3. **Submachine guns/rifles/UMPs/shotguns:**
 - a. Point muzzle in a safe direction;
 - b. Engage safety device;
 - c. Remove magazine (submachine gun/rifle/UMP), if applicable;
 - d. Remove shells from magazine tube (shotgun), if applicable;
 - e. Lock bolt to the rear (submachine gun/rifle/UMP), if applicable;
 - f. Lock slide to the rear (shotgun), if applicable;

- g. Visually and physically inspect firing chamber/breech to ensure that the weapon is empty;
- h. Hand weapon to the recipient muzzle up, bolt/slide open and empty.

IV. CLEARING OF FIREARMS AT HEADQUARTERS

- A. All firearms needing to be handled at headquarters whether for inspection, service or as evidence in a case will be cleared using the clearing barrel located in the police garage.

V. OLEORESIN CAPSICUM

- A. Oleoresin capsicum (OC) spray/stream can be deployed in less lethal force situations where the use of force is necessary and justified to apprehend or control an individual, and the use of the OC will facilitate the arrest with the minimum chance of injury to the officer, the arrestee, or innocent bystander; see this department's *Use of Force* policy.
- B. OC must not be handled by children or unauthorized individuals.
- C. Only officers who have satisfactorily demonstrated proficiency under the supervision of a certified weapons instructor may carry and use OC.
 - 1. Uniformed officers should carry OC on their duty belt in the department-issued or approved holder.
 - 2. Plain-clothed officers may carry OC on their belt or in a manner to retard accidental discharge and/or loss of the device.
 - 3. Officers may carry their OC off-duty in a manner to retard accidental discharge and/or loss of the device.
 - 4. Do not store OC containers in a vehicle. The heat generated in a vehicle could cause the canister to release its contents.
- D. OC shall only be used as instructed. Any use of the agent, which is not justified, will subject the user to disciplinary action. OC shall not be used to harass, humiliate, or intimidate any person.
 - 1. OC shall not be used on large groups of people unless coordinated and directed by a supervisor;
 - 2. OC is not authorized in situations solely involving verbal abuse of the officer.
 - 3. OC is not authorized on subjects already in custody, with the exception of an arrestee/prisoner who becomes physically uncontrollable and poses a physical threat to him/herself or another.
 - 4. Draw the OC canister pointing the discharge port towards the target area.
 - 5. Firmly grip the canister and depress the actuator button with either the thumb or index finger. Avoid over extending your arm to maintain canister

- control and subject distance.
6. OC is to be administered in two (2) one-half to one-second bursts, no closer than three (3) feet to a maximum of twelve (12) feet from the intended target. The general target area is the facial area and should be sprayed from ear to ear. NOTE: Maximum distance may be significantly reduced due to low volume of propellant in canister from frequent discharges. Process includes:
 - a. COMMAND – officers should make known the purpose of the arrest or reasonably believe that their identity and purpose are otherwise known by or cannot reasonably be made known to the person to be arrested, and that resistance will result in the OC being applied.
 - b. APPLY – if the subject resists and the application of OC is warranted, the officer may use OC to effectuate an arrest, protect him/herself or another from physical harm, or restrain and subdue a resistant individual to bring an unlawful situation under control.
 - c. COMMAND – once the OC is applied, tell the subject what you want them to do (e.g., “*You are under arrest, get down on the ground and place your hands behind your back. Do it now!*”).
 - d. EVALUATE – to see if the OC is taking effect. (Is reapplication necessary? Is the subject complying? Is an escalation of force necessary?)
 - e. CONTROL – the subject by covering and handcuffing. Avoid immediately stepping towards the subject after spraying to avoid unintentionally exposure to any residual airborne OC.
- E. The effects from an OC exposure could linger for a period of time, usually 12 – 60 minutes. See Use of Force policy for decontamination procedures.
1. Advise Bergen County Jail personnel if a subject was sprayed with OC.
 2. Medical clearance will usually not be required by the Bergen County Jail unless the subject is still under the effects of the OC.
- F. For indoor cleanup:
1. Wipe the exposed surface clean with a damp rag and mild soap;
 2. The ingredients (biodegradable) may be washed down a sink;
 3. Clothes may be washed normally;
 4. Exposed food should be discarded;
 5. If available, use fans to circulate air in the area;
 6. Avoid entering a contaminated room for one hour;
 7. OC will degrade naturally within a few weeks.

- G. With OC products commercially available to the public, the likelihood of an exposure or attack from a suspect should always be in mind. Maintaining an interview stance with adequate distance and watching the subject's hands are paramount to officer safety.
1. The effects of OC vary in subjects in different ways and different intensities. Being able to see the subject is the most important factor in surviving an OC attack.
 2. Usually, the officer under attack usually will have to rely on another officer to assist him/her to safety or to control the subject.
 3. Recommendations to protect yourself and assisting another from an OC attack include:
 - a. Prior to being sprayed and if possible, hold up your support hand to shield your eyes from the spray. Try to be aware if your suspect moves, closing one eye prior to exposure will benefit your vision if you get sprayed.
 - b. The closed eye will not be affected as fast as the open eye and may provide you with the time you need to react, control, and take the suspect into custody. Call for assistance as soon as possible.
 - c. If both your eyes are sprayed, try to keep them open as long as possible. Use your support hand to force one of your eyelids open. Identify your suspect and advise him/her to keep back and if necessary move to an area to provide you with protection.
 - d. If the subject advances towards you, try to secure your handgun, but remember to defend yourself to the best of your ability. Give verbal commands. Advise other officers on location that you have been sprayed.
 4. Approaching an officer who has been sprayed is very dangerous. The officer may not be able to visually identify assisting officers. Verbalize your presence to the officer. Make sure he/she understands and acknowledges your presence. Advise the officer that you will be assisting them by guiding them to a safe location. Be sure that they have his/her handgun secured in his/her holster prior to contacting and moving them. Once in a safe location, look and ask about any injuries, begin decontamination procedures.

VI. TACTICAL BATONS

- A. Batons are defensive impact tools that may be used when the justification for the use of less lethal force exists. Examples include but, are not limited to:
1. To bring an unlawful incident to a safe and successful conclusion;
 2. When verbal commands have failed or are impracticable;
 3. When a suspect poses a threat, attacks or attempts to attack an officer or other person;

4. To avoid physical combat between an officer and a resisting or physically combative suspect;
 5. To prevent the commission of suicide or self-inflicted serious physical injury;
 6. To deter a vicious or aggressive animal that threatens the safety of the officer or others.
- B. Officers shall not use a baton to batter a passive resister into submission.
- C. Only officers who have satisfactorily demonstrated proficiency under the supervision of a certified weapons instructor may carry and use a baton.
- D. Batons can only be used as instructed.
- E. While on duty, qualified uniformed officers assigned to patrol shall carry or have their batons readily accessible to them at all times.
1. Batons should only be carried in the manufacturers issued or recommended holder and shall be approved by the Supervising Firearms Instructor. The manner (side of the body) in which the baton is carried shall be in accordance to preference found by the officer during qualification and/or in-service training as directed by a baton instructor.
 2. Non-uniformed officers (on-duty) may carry batons in either a belt holder or in such a way it is accessible and comfortable.

VII. POLICE RIFLES

- A. Only certified qualified officers may deploy a police rifle during his/her tour of duty.
- B. Only department-authorized ammunition will be utilized with the police rifle.
- C. Police rifles will be maintained within the armory unless actively assigned to a patrol vehicle. Rifles shall be stored consistent with section XIII of this policy.
- D. Operational deployment of the rifle:
1. There are situations where the rifle should be deployed instead of the primary duty handgun. Officers will use discretion in accordance with their training regarding the deployment of the rifle would be required to afford the officer a tactical advantage over a given threat.
 2. Ordinarily, officers will not use the rifle for routine destruction of injured animals.
 3. Examples of situations where deployment of the rifle would be proper include, but are not limited to the following:
 - a. Confronting suspects believed to be wearing protective body armor.

- b. Confronting suspects armed with significant firepower such as a rifle, shotgun or other weapon capable of firing high velocity ammunition or rapid fire.
 - c. Active shooter incidents.
 - d. Armed robbery responses.
 - e. Barricaded subjects.
 - f. High-risk motor vehicle stops whereas the officer bearing the rifle IS NOT the primary officer issuing instructions to vehicle occupants.
 - g. Hostage situations
 - h. Other situations approved by the tour commander/OIC.
- E. Scoped rifles shall only be used by qualified scoped rifle operators assigned to the Regional SWAT Team and only used in accordance with the Regional SWAT Team policies.

VIII. RANGE RULES

- A. Officers shall not report to the range while on medication that can adversely affect the safety of the officer or others at the range (see section II.D of this policy).
- B. Strict discipline and adherence to all safety rules must be maintained and enforced at all times to prevent accidents and injuries.
- C. The safe condition of a handgun is unloaded and holstered, or if benched, slide/cylinder open and muzzle pointing down range.
 - 1. Never load any firearm on the firing range unless on the firing line and commanded to do so.
 - 2. Never snap or practice dry firing behind the firing line.
 - 3. The weapon never moves other than a 90-degree angle; that is, out of the holster and pointed at the target, then fired and returned to the holster, except when given the command to come to a raised pistol position.
 - 4. The shooter always moves around the gun during the unloading and reloading process. The weapon remains pointed down range.
 - 5. In the case of a misfire keep the gun pointed down range.
 - 6. Officers are required to clear any malfunctions on their own and exhaust all clearing techniques prior to an instructor rendering assistance.
 - 7. Never fire a succeeding shot following the malfunction of a cartridge until the barrel has been examined to ascertain whether a bullet is lodged therein. Improper recoil is the clue to a faulty cartridge.

8. Never give your weapon to anyone, or take one from another, until safe:
- D. Never anticipate the commands of the range officer. It is the shooter's individual responsibility to make sure he/she understands the commands of the range officer. A raised hand will alert the range officer.
 - E. No smoking or talking while on the firing line. No one except an instructor or range officer should speak to anyone on the firing line. To answer the instructor, the shooter should not turn around.
 - F. Keep your finger off of the trigger and out of the trigger guard when drawing or holstering a weapon.
 - G. Should it become necessary for any person to proceed from the firing point to the targets, all firearms will be unloaded, actions opened (except full automatic weapons), and laid down on the firing point; or, if pistols, they SHALL be holstered. The range officer will give these commands.
 - 1. Never proceed to the targets unless the command of the range officer has been given.
 - 2. Never leave the firing point without first unloading your firearm (or holstering a loaded handgun).
 - 3. Never permit the muzzle of a weapon to touch the ground. If this should inadvertently happen, never fire the gun until the dirt or snow has been removed from the barrel.
 - 4. Never advance on or leave the firing line unless specifically told to by a weapons instructor.
 - 5. No bending over the firing line.
 - 6. Upon loading, the firing line will be considered hot until completion of the course of fire and only when told otherwise by the weapons instructor supervising the line.
 - H. All handguns must be secured in a holster when not stored. Officers will be instructed when and how to load and unload weapons by a weapons instructor. Never leave a firearm unsecured.
 - I. All personnel shall wear ear and eye protection and body armor while on the firing line.
 - J. Personnel are prohibited from entering into and/or removing ammunition and equipment from storage areas unless specifically authorized by an instructor.
 - K. Know your target and what is behind it.
 - L. Smoking while cleaning a weapon is strictly prohibited.
 - M. Do not change firing positions, change hands, advance, or move from point to point with a cocked weapon unless under the direction of a weapons instructor.

- N. Personnel must field strip their handguns and adequately clean them prior to resuming duty. Supervisors shall ensure that their respective squad members have cleaned their weapons and are provided with adequate time to do so.
- O. All shooters shall assist in policing the range of spent shell casings, etc. prior to being dismissed.

IX. WEAPONS QUALIFICATION / RE-QUALIFICATION COURSES

- A. This agency will utilize the qualification/re-qualification courses established for firearms by the New Jersey Attorney General:
- B. All sworn personnel must be issued copies of and be instructed in the policies governing use of force and the use of authorized weapons before being authorized to carry such weapons. This issuance and instruction may be accomplished electronically.
- C. All sworn personnel must demonstrate proficiency and successfully complete the required firearm qualification for the following weapons, where applicable by their assignment:
 - 1. Duty handgun – Semiannual qualification both day and night (low light);
 - 2. Automatic – semiautomatic police service rifle:
 - a. Semiannual qualification both day and night (low light);
 - b. Four times per year live fire exercises with at least two months time between sessions. Two of these live fire exercises can be used for qualification purposes.
 - c. Officers must be proficient utilizing steel sights
 - 3. Off-duty and back-up handguns – Semiannual qualification both day and night (low light).
 - 4. Scoped rifle – quarterly qualification (SWAT only).
- D. All sworn personnel must train and demonstrate proficiency in the agency authorized less lethal weapons at least every two years.
- E. Officers must report for training at the location and time designated by the supervising firearms instructor and must abide by the safety rules and regulations pertaining to the facility.
- F. Officers engaged in weapons training, proficiency demonstration, and qualification shall be under the direct supervision of the weapons instructors while on the practice range.
- G. The supervising firearms instructor or his/her designee shall adequately monitor and supervise all firearms and weapons training. All safety precautions and range rules shall be strictly enforced.

- H. The supervising firearms instructor will make the final determination if the clothing worn is acceptable.
- I. Officers must be equipped with their duty handgun, holster, magazines, magazine pouches, flashlight(s), body armor, and any other equipment deemed necessary by the supervising firearms instructor or designee.
- J. Personal off-duty/back-up handguns must have an approved holster, magazines and magazine pouches.
- K. The Chief of Police or his/her designee may designate additional topics for instruction to be conducted during the semiannual qualification and proficiency demonstration.
- L. Participants who fail to achieve a passing score on a prescribed qualification/proficiency course shall receive remedial instruction. This instruction shall be provided after the supervising firearms instructor analyzes the problems that may have led to the failure.
 - 1. The supervising firearms instructor shall determine the time allotted and method of remedial training to be conducted. The supervising firearms instructor, in consultation with weapons instructors and the participant, will:
 - a. Review factors which may have contributed to or caused a participant's failure to qualify, including a check of the participant's weapon.
 - b. Document any subsequent attempts to qualify and the results of those attempts.
 - 2. The participant will be given three (3) opportunities to qualify/demonstrate proficiency. After remedial training and a subsequent failing score, the supervising firearms instructor will make a determination whether the participant should be disarmed and scheduled to return at a subsequent time. The supervising firearms instructor or his/her designee is responsible for forwarding any reports to the Chief of Police.
 - 3. The Chief of Police will then determine what action is appropriate. Actions include, but are not limited to:
 - a. Disarming the officer of the weapon;
 - b. Removing the officer from a line duty assignment;
 - c. Placing the officer on temporary transitional duty;
 - d. Permitting additional remedial training (on the officer's personal time with no additional compensation)
 - e. Disciplinary action for incapacity to perform an essential function.

4. If a participant fails to qualify, all targets that participant used during initial and subsequent qualification attempts (those conducted following remedial training) are to be kept on file until the participant achieves a qualifying score. These targets are to be signed by both the non-qualifying participant and the weapons instructor.
- M. Officers who do not qualify/demonstrate and/or maintain proficiency with agency rifles shall not be permitted to possess or utilize these weapons systems in an operational setting.
- N. Officers who do not demonstrate proficiency with agency approved less lethal weapons will likewise receive remedial instruction consistent with subsection IX.L above and are subject to the same potential courses of action.
- O. Shooters shall take only the exact amount of ammunition required to complete the course of fire as issued by a weapons instructor.
- P. Shooters shall only fire the specific amount of rounds they are told to fire. If additional rounds are fired, the shooter may be removed from the line.
- Q. Late shots or shots fired after the specified time has elapsed will be deducted from the final score.
- R. Shooters must also demonstrate proficiency in the safe handling of their agency issued or personally owned firearms.
- S. Only weapons instructors will score the targets.

X. RECORDKEEPING

- A. All weapons training, proficiency, and re-qualification shall be recorded. The supervising firearms instructor or his/her designee will review all records upon completion of each re-qualification, training, or proficiency demonstration.
- B. The supervising firearms instructor or his/her designee shall prepare written documentation annually certifying that the mandatory training has been conducted.
 1. Copies must be forwarded to the Bergen County Prosecutor's Office.
 2. This report shall contain the following information:
 - a. A description of agency authorized weapons and ammunition;
 - b. The agency training/qualification schedule, including the dates and types of qualification sessions conducted during the report year.
 - c. The number of participants who satisfied qualification requirements and the number of non-qualifying participants during each qualification session for each type of course and weapon: service handgun, off-duty/back-up handguns, rifles, [and less lethal weapons if required].

- C. The supervising firearms instructor or his/her designee shall maintain a record of all agency-approved weapons (including approved personally owned off-duty handguns) and ammunition. This record includes, but is not limited to:
1. An inventory of all agency-owned weapons and related accessories;
 2. Identity of personnel to whom agency weapons and related accessories have been assigned;
 3. All weapons, ammunition, and related accessories assigned to operational or subsidiary units;
 4. All repair records and copies of all purchasing records for agency owned weapons (purchase orders, vouchers, invoices, etc.)
 5. A list of all approved off-duty/back-up handguns;
 6. All inspection records.
- D. The supervising firearms instructor or his/her designee shall ensure that the most current weapons inventory is forwarded to the Chief of Police or designee.
- E. All records related to weapons maintenance and training including targets stored for non-qualifying participants shall be maintained in accordance with New Jersey Division of Revenue and Enterprise Services, Bureau of Records Management (BRM) records retention schedules. Only those records exceeding the retention period, and upon authorization by BRM, may be destroyed.

XI. REVIEW, INSPECTION, AND APPROVAL PROCESS FOR WEAPONS

- A. Prior to authorizing any change of any agency weapons, the Chief of Police may select a committee to review the feasibility of adopting a new weapon.
1. The Chief of Police will assign a chairperson whose responsibility will be to oversee the review process. All recommendations will be forwarded to the Chief of Police in writing by the committee chair, in the time frame specified, and will include all support documentation and reference materials.
 2. Upon approval by the Chief of Police, select personnel may be authorized to carry and utilize a weapon under consideration for evaluation purposes.
 3. The Chief of Police will make the final determination concerning the adoption of any new weapon. All weapons must be inspected, test fired (if applicable), and approved by a qualified weapons instructor/armorer prior to issuance.
- B. Prior to approving an off-duty/back-up handgun to carry, a qualified weapons instructor or armorer shall review, inspect and approve the weapon(s) to ensure the weapon(s) is (are) in safe working condition and free from defect (including a magazine change). Any handgun deemed not to be in safe working condition shall not be approved for off-duty/back-up carrying. All inspections must be documented.

- C. Following repair, Wood-Ridge PD-owned or authorized weapons shall be reviewed, inspected and approved by an armorer or qualified weapons instructor prior to carrying. This review, inspection and approval shall be documented.

XII. OFF-DUTY AND BACK-UP HANDGUNS

- A. The types and specifications of potential off-duty and back-up handguns are listed in Appendix A.
- B. Officers have the option to carry an approved handgun while off-duty.
- C. Officers should consider the following factors when deciding whether to arm themselves with a handgun while off-duty:
 - 1. Where possession of the handgun under the circumstances would create a risk of loss or theft of the weapon or would be impracticable. Examples include sporting or recreational activities such as swimming, sunbathing, softball, physical training, etc.
 - 2. While engaged in any activity where it may not be advisable to carry a handgun. Examples include where the officer may be at an event where he/she may consume alcoholic beverages, concerts, etc.
 - 3. While on vacation.
 - 4. While out of the state.
- D. Authority to carry off-duty/back-up handguns may be revoked if:
 - a. The weapon(s) are determined by the Supervising Firearms Instructor or his/her designee to be no longer serviceable or in need of repair;
 - b. When personnel fail to achieve a passing qualification score;
 - c. When personnel can no longer demonstrate proficiency.
- E. Any incident involving an off-duty/back-up handgun must be immediately reported to the duty tour commander/OIC or a supervisor and to the law enforcement agency having jurisdiction where the incident occurred. The duty tour commander/OIC or a supervisor shall immediately notify the Chief of Police. The Chief of Police may refer these incidents to internal affairs for further investigation.
- F. Officers must exercise the utmost care when carrying, storing, or otherwise handling their off-duty/back-up handgun(s).
- G. In accordance with the provisions of 18 USC 44 § 926b (also known as the Law Enforcement Officers Safety Act or HR 218), full time officers are permitted to carry a concealed firearm in any state. While on personal business, officers are ordinary citizens who happen to have the right to carry concealed weapons. 18 USC 44 § 926b does not provide active duty sworn personnel with law enforcement powers or immunities outside their jurisdictions.
 - 1. Officers must be in possession of their official agency identification card.

2. Officers must not be the subject of any disciplinary action that could result in suspension or dismissal.
 3. Officers have qualified with the handgun as required by this policy.
 4. Officers are not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
 5. Officers are not otherwise prohibited from receiving or possessing a firearm by federal law.
 6. Officers are personally responsible for checking and understanding the laws of any jurisdictions that they visit while armed.
- H. Notwithstanding the provisions of 18 USC 44 § 926b, and in accordance with NJ Attorney General Opinion of 06/07/2005, agency-owned handguns shall not be carried in an off-duty capacity while out of this State. Officers may carry their personally owned off-duty handgun out of state in an off-duty capacity.

XIII. WEAPONS STORAGE

- A. Duty, off-duty, and back-up handguns must be carried in an approved holster. At no time will a handgun be carried unsecured in a belt, waistband, or concealed in any other article of clothing not specifically designed for that purpose and approved by the agency.
1. When in the public view, non-uniformed officers should carry their weapons in a concealed manner. If not concealed, the officer's badge must be clearly visible.
 2. Holsters must be utilized at each qualification session.
 3. Officers are responsible for their off-duty and back-up holsters. The holster must:
 - a. Be approved in writing by the supervising firearms instructor;
 - b. Be able to conceal the off-duty/back-up handgun;
 - c. Be utilized at each qualification session.
 4. When off-duty, officers shall carry their handgun in a concealed manner.
- B. Police rifles:
1. Police rifles shall be stored in a locked weapon vault in patrol vehicles.
 - a. Vault combinations are identical to allow officers to access any weapon when needed.
 - b. Vaults contain a numbered integrity seal, which will be documented in the officer's log during the normal vehicle inspection.

- c. The purpose of the integrity seal is to indicate to the vehicle operator that the rifle has been inspected and is ready to operate without physically handling the weapon during each vehicle inspection.
 - d. Rifles will be periodically inspected by an authorized armorer, who will document the Integrity seal removal and placement of a new integrity seal in the Police Rifle Control Log at the Police Desk.
 - e. Up to four magazines will be loaded and stored in the weapon vaults.
2. All police rifles shall be removed from the patrol vehicle via the police garage and unloaded and made safe utilizing the clearing barrel. Rifles stored in the weapons vault inside police headquarters when the vehicle needs to be repaired or serviced.
 3. In headquarters, the rifles will be stored in an approved vault, safe, or locking container.
 4. An entry will be made in the Police Rifle Control Log for the specific serial # rifle detailing the location and condition of the rifle.
 5. **UNDER NO CIRCUMSTANCES ARE ANY LOADED RIFLES TO BE STORED IN THE LOCKER!**
 6. Deployment:
 - a. Open vehicle trunk to access secured trunk vault.
 - b. Enter combination on vault and pull drawer open to break the integrity seal.
 - c. Remove rifle and loaded magazines.
 - d. Ensure muzzle discipline and proper trigger control is exercised. **Point the rifle in a safe direction.**
 - e. Insert a magazine and with your shooting hand pull the charging handle fully to the rear and release. Put the weapon selector on 'SAFE'. The rifle is now loaded.
 7. Unloading the police service rifle after deployment:
 - a. Check to make sure the selector switch is on 'SAFE'.
 - b. Depress the magazine release to extract the magazine.
 - c. Return the rifle and magazine(s) to the trunk vault and secure the vault.
 - d. Return to police headquarters.
 - e. Remove rifle from vehicle trunk vault utilizing the police garage.

- f. Place the muzzle of the weapon into the clearing barrel located inside the police garage, resting the muzzle upon the rubber ring. (The remainder of the operation will be done utilizing the clearing barrel.)
 - g. Depress the magazine release to extract the magazine if equipped.
 - h. With your shooting hand pull the charging handle three times fully to the rear releasing it each time.
 - i. Ensure the chamber is clear of any ammunition by sight AND feel by locking the bolt to the rear and inspecting the chamber.
 - j. Satisfied the rifle is clear release the bolt forward.
 - k. Keeping the muzzle inside the clearing barrel move the selector lever to the semi-automatic position and depress the trigger.
 - l. Retrieve any ejected ammunition and reload it into the appropriate magazine.
 - m. Secure the rifle and all ammunition / magazines in the vehicle trunk vault.
 - n. Firearms instructor or officer-in-charge will re-tag trunk vault and document it in the Rifle Control Log.
8. Storing the police service rifle within the armory:
- a. Remove rifle from vehicle trunk vault utilizing the police garage.
 - b. Place the muzzle of the weapon into the clearing barrel located inside the police garage, resting the muzzle upon the rubber ring. (The remainder of the operation will be done utilizing the clearing barrel.)
 - c. Depress the magazine release to extract the magazine if equipped.
 - d. With your shooting hand pull the charging handle three times fully to the rear releasing it each time.
 - e. Ensure the chamber is clear of any ammunition by sight AND feel by locking the bolt to the rear.
 - f. Satisfied the rifle is clear release the bolt forward
 - g. Keeping the muzzle inside the clearing barrel move the selector lever to the semi-automatic position and depress the trigger.
 - h. Close the dust cover and return a completely clear and safe rifle to the armory.

- C. The scoped rifle shall remain in the armory in an unloaded condition until needed for deployment by the scoped rifle operator for a Regional SWAT Team mission or training.
- D. Weapons shall be secured to restrict unauthorized use. When not being worn weapons should be:
 - 1. Secured in the officer's uniform locker; or
 - 2. Secured in a lockable gun case, safe, or box; or
 - 3. Secured by the officer utilizing a trigger lock. Trigger locks shall not be installed on a loaded weapon. The officer shall verify that the weapon is not loaded and that the magazine is removed.
- E. N.J.S.A. 2C: 58-15 makes it a criminal offense to leave a loaded firearm within easy access of a juvenile.
- F. When processing arrestees, personnel shall secure their handguns in a gun locker or other agency approved and secured container.
- G. Officers shall exercise the utmost care and caution in handling firearms. Officers are responsible for the security and safe storage of firearms at all times. Firearms will not be left in Wood-Ridge PD vehicles when the vehicle is left in the care of non-Wood-Ridge PD personnel.
- H. Care and cleaning:
 - 1. Firearms should be field stripped, cleaned and oiled at reasonable intervals as needed to ensure proper functioning.
 - 2. Officers should routinely inspect magazines to ensure that they are not deformed from dropping to the ground and cause failure of a round to feed properly.
- I. Officers authorized to use any rifle in the department's arsenal or any weapon on loan to this department for an out-of-borough certified police training course, SWAT training, or actual SWAT response will:
- J. Complete the Police Rifle Control Log for the rifle(s) being taken. The record must include the date, rifle number, course name (or tactical deployment case #) and location, officer's signature and tour commander's initials. A CAD entry will also be made.
- K. Upon the officer's return from training (or tactical deployment) he/she will ensure that the rifle is safe by utilizing the bullet-clearing trap located in police headquarters. Once the rifle is unloaded, the officer will check for any signs of damage. If damage is found, he/she must notify the tour commander, complete an incident report detailing the damage, and notify a firearms instructor. The rifle must be clearly tagged as 'out-of-service'.
- L. After the rifle is cleared and inspected, store it in the assigned storage safe as instructed by the department firearms instructor(s).

- M. The officer will then complete his/her entry in the Police Rifle Control Log. The tour commander will also initial the return of the weapon.
- N. SWAT officers will follow procedures on the cleaning of their weapon(s) as instructed by department firearms instructors.
- O. The tour commander will ensure that the officer authorized to use the rifle properly completes the Police Rifle Control Log.
- P. The tour commander will supervise the proper storage of the weapon back into the assigned storage safe.
- Q. **AT NO TIME** is an officer permitted to transport a department weapon to any unauthorized location other than for which the training or response location the weapon was signed out.

APPENDIX A**DUTY SIDEARMS**

Make	Model	Caliber
Sig Sauer	Model P220 Semi-Auto	.45 cal
Sig Sauer	Model P220 Sub Semi-Auto	.45 cal
Sig Sauer	Model P245 Semi-Auto	.45 cal

OTHER DUTY FIREARMS

Type	Make	Model	Caliber
Patrol rifle	H & K	HK416 Auto/Semiautomatic	.223 cal / 5.56 mm
Scoped rifle	Bergara	Model 308 Bolt Action (SWAT ONLY)	.308 cal

LESS LETHAL WEAPONS

Brand/Make	Type
ASP	Expandable Straight Baton (21" – 26")
First Defense	MK3 Oleoresin Capsicum Spray/Stream

OFF DUTY / BACK UP HANDGUNS

Make	Model	Caliber
Any Semi-Automatic	Minimum 5 shot capacity	.380 cal
Lawful to own in New Jersey	Single Action or Double Action	9 mm
	Maximum 7" frame length	.40 cal
		.45 cal
Any Revolver	Minimum 5 shot capacity	.38 cal
Lawful to own in New Jersey	Double Action	.357 cal
	Maximum 6" barrel length	

DUTY AMMUNITION

Brand*	Type	Caliber
Winchester/Speer	185 grain GDHP/TMJ	.45 cal
Winchester/Speer	185 grain FMJ	.45 cal
Hornady/Winchester/Speer	55 grain FMJ/SP	.223 cal / 5.56 mm
Federal	168 grain BTHP	.308 cal

*Due to ammunition shortages caused by the United States military commitment, alternate manufacturers may be considered, but only upon approval by the Chief of Police or designee.

For training purposes, ammunition that has substantially the same ballistic characteristics as the duty ammunition may be used.

APPENDIX A

OFF DUTY /BACK UP AMMUNITION

Off duty and back up ammunition must conform to the following specifications:

1. Commercially manufactured new in the United States or Canada
2. .380 cal 80 grain to .45 caliber 230 grain
3. Cannot be modified to increase lethality
4. GDHP, TMJ, FMJ, JHP, SXT, Hydra-Shok
5. Armor piercing rounds are prohibited