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| <b>Firearms and Security Equipment</b>                                      | <b>ACA Standards: 2-CO-3A-01, 4-4173, 4-4199, 4-4200, 4-4201, 4-4204M, 4-4205M, 4-ACRS-2A-10M, 4-APPFS-3A-22M, 4-APPFS-3B-01M, 4-APPFS-3B-02M, 4-APPFS-3B-03M, 4-APPFS-3B-04, 4-APPFS-3B-05, 4-APPFS-3B-06</b> |                          |  |
| <b>Robert Patton, Director</b><br><b>Oklahoma Department of Corrections</b> |  | <b>Signature on File</b> |  |

## Purchase, Use, and Control of Firearms and Security Equipment

In order to fulfill its mission to protect the public, employees, and offenders; the department establishes the following procedure for the acquisition, use, and control of firearms, ammunition and security equipment. (2-CO-3A-01) Use of all lethal and non-lethal weapons is restricted to authorized and trained personnel as defined in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents." (4-4199, 4-APPFS-3A-22M)

## I. Standardization of Equipment

### A. Institutions

Each facility head will comply with authorized firearms and security equipment needs as required in the "Law Enforcement Equipment Matrix" ([Attachment A](#), attached). The appropriate division manager will approve all firearms and security equipment purchases.

### B. Community Corrections

Each district supervisor will determine the authorized firearms and security equipment needs of the district and make a recommendation for equipment to the division manager of Community Corrections. The division manager will approve all firearms and security equipment purchases.

### C. Office of the Inspector General

The Inspector General will approve all firearms and security purchases for the Office of the Inspector General.

## II. Standards for Equipment

Firearms and security equipment purchased by the department to replace existing inventory will meet the following standards:

### A. Firearms

#### 1. Handgun—Department Issue

##### a. Semi-automatic (Institutions/Office of the Inspector General)

Glock or equivalent, 9-mm, double or safe action, 4-5" barrel. Fugitive apprehension agents and Office of the Inspector General supervisors are authorized the use of the Glock or equivalent 40 caliber.

##### b. Semi-automatic (Community Corrections)

Glock or equivalent, 9-mm, double or safe action, 2.5-5" barrel. Glock or equivalent .40 cal, 2.5-5" barrel.

##### c. Revolver (Office of the Inspector General)

Smith & Wesson or equivalent, minimum five-shot double action, .357 or .38 caliber or equivalent, 1.5" - 4" barrel.

d. Revolver (Community Corrections)

Smith & Wesson six-shot, double action, .357 caliber or equivalent, 1.5 - 4" barrel.

2. Handgun-Privately Owned

a. Semi-automatic (Office of the Inspector General)

Smith & Wesson, Glock, or equivalent, 9mm, .40 S&W or .45 ACP or .357 Sig caliber, double or safe action, 3-5" barrel.

b. Semi-automatic (Community Corrections)

Smith & Wesson (S & W), Glock, or equivalent .9mm, .357 Sig, .40 S&W or .45 caliber, double or safe action, 2.5-5" barrel.

c. Revolver (Office of the Inspector General/Community Corrections)

Smith & Wesson or equivalent, minimum five shot capacity, .38 caliber or .357 magnum, double action, 1.5-4" barrel.

3. Shotgun

Remington Police Model 870 or equivalent law enforcement quality, 12 gauge, ghost ring or rifle sight, 18-20" barrel.

4. Rifle, duty

Colt AR-15 or equivalent law enforcement quality, 223 caliber.

5. Rifle, tower scoped

The telescopic scoped tower rifle is optional at all medium and maximum security facilities that have operational towers. The Burrell Posi-lock or equivalent 3x9x40 objective lenses, with a minimum one inch tube equipped with positive locking sight adjustment feature will be authorized and only when mounted on a Colt AR-15, .223 caliber.

6. Rifle, tactical

.308 caliber Remington 700 or equivalent, bolt action center fire, equipped with minimum four-power fixed or 3 x 9 variable, black synthetic stock, blue steel.

B. Ammunition

1. Handgun-Department Issue (Institutions)

(Revision-04 11/21/2017) New, factory loaded 9mm or 9mm+P, jacketed hollow point, 124 -147 grain with a minimum speed of 1110 feet per second.

2. Handgun-Department Issue (Office of the Inspector General)

a. Revolver

.38 special+P, new, factory loaded, jacketed hollow point 125 – 158 grain with a minimum speed of 945 feet per second.

b. Semi-Automatic

New, factory loaded, 40 caliber jacketed hollow point, 155 – 180 grain, with minimum speed of 950 feet per second.

3. Handgun-Department Issue (Community Corrections)

a. .38 special+P, new, factory loaded, jacketed hollow point 125 – 158 grain with a minimum speed of 945 feet per second.

b. (Revision-04 11/21/2017) Only 9 mm or 9mm+P new, factory loaded, 124 -147 grain , jacketed, hollow point with a minimum of 1,110 feet per second and .40 caliber, new, factory loaded 155 - 180 grain jacketed hollow point with a minimum of 950 ft. per second.

4. Handgun-Privately Owned (Office of the Inspector General and Community Corrections)

Fugitive apprehension agents, probation and parole officers, and Office of Inspector General supervisors who carry privately owned weapons will provide their own ammunition which will meet all departmental standards as indicated in Section II. A. of this procedure.

5. Shotgun

a. #00 buckshot, 12 gauge, new, factory loaded, 9 pellet, no magnum loads.

b. Lead rifle slug, new, factory loaded, 12 gauge, 1 oz.

6. Rifle

- a. Rifle, duty-Only .223 new, factory loaded, minimum 55 grain, boat tail hollow point, match grade is authorized. Fugitive apprehension agents and Office of Inspector General supervisors may utilize 5.56 mm. The Office of Inspector General may also use match grade or law enforcement grade jacketed soft point or ballistic tip ammunition at the discretion of the Inspector General.
- b. Rifle, tactical-Only .308 new, factory loaded, minimum 150 grain, boat tail hollow point, match grade expanding ammunition. Each facility that is authorized a tactical rifle must determine the brand of ammunition to be used that performs best in their specific rifle.
- a. All duty, tactical and training ammunition must be factory loaded in accordance with SAMMI specifications for the cartridge bullet weight. Only American manufactured ammunition will be authorized.

## 7. Training

- a. Reloaded ammunition or other authorized ammunition may be used for training purposes only. The grain/bullet weight of such reloaded ammunition will be comparable in grain/bullet weight to the authorized service ammunition. Under no circumstances will reloaded ammunition be used on duty. Employees will be required to utilize the same type load bearing equipment in qualification that he/she will utilize on duty.
- b. Holsters  

Employees will be required to utilize the same holster in qualification/training as will be utilized on duty.

## C. Load Bearing Equipment (Institutions/Office of Inspector General)

### 1. Belt

- a. Duty: black leather, gloss or standard finish or black cordura; and
- b. Buckle or double metal hook with stud or velcro fastener.
- c. The Office of Inspector General may wear belts as appropriate in accordance with [OP-110245](#) entitled "Standards for Employee Personal Appearance."

### 2. Holster

- a. Strap over hammer or thumb break. Fugitive apprehension agents and Office of the Inspector General supervisors are authorized a patented thumb or trigger finger active locking/retention system;
- b. Finish and closures will be compatible with belt; and
- c. Shoulder holsters and concealable holsters may be authorized for specific duties where a low profile is required. Personnel will utilize holsters designed for the particular firearm to be carried. The Office of Inspector General may utilize paddle holsters.

3. Accessories

Cartridge carrier, handcuff cases, straps, ammunition loops, and keepers will be compatible with the belt and closures. The carrier will be capable of carrying two speed loaders or magazines.

D. Load Bearing Equipment (Community Corrections)

1. Belt

- a. Black, brown, or black cordura and will accommodate all required equipment,
- b. Buckle or Velcro fastener

2. Holster

- a. Active security retention level 1 minimum (thumb break or other locking mechanism); and
- b. Concealable holsters, such as fanny packs, may be authorized. Holsters will be designed for the particular firearm to be carried. All holsters must have been approved by the district supervisor prior to being utilized on duty. Approved holsters must be utilized when carrying a firearm on the person.

3. Ammunition and Handcuffs

When carrying a firearm on duty, officers must carry handcuffs and one speed loader or extra ammunition carried in an ammunition loop (for revolver) or one magazine (for semi-automatic). Handcuffs, ammunition and speed loaders/magazines will be carried in approved cases.

- E. Special Weapons and Security Equipment (Institutions/Office of Inspector General) (4-4199)
1. Baton, riot
    - a. 36 inch length, 1 ¼ inch diameter, rounded on both ends;
    - b. Smooth finish with gripping surface on both ends, equipped with a leather strap; and
    - c. Wood, fiberglass, polycarbonate plastic, or aluminum construction.
  2. Baton, service/PR 24  
24 inch length, 1 ¼ inch diameter rounded on both ends with side handled.
  3. Baton, expandable  
No longer than 26 inches in length when extended, with case compatible with load bearing equipment.
  4. Shield, riot
    - a. 20 inches wide, 36 inches high, made of clear polycarbonate;
    - b. Handles made of solid cast aluminum with adjustable two piece breakaway arm strap; and
    - c. Weight approximately 5 ½ lbs.
  5. Handcuffs and leg irons
    - a. Fabricated of nickel or blue finished steel in double lock configuration with tubular style retention mechanism, consistent with National Institute of Justice (NIJ) standard 0307.01, 11/32 inch thickness, with anti-locking swivel chain connection or high security hinged connection;
    - b. Plastic/nylon, throwaway type may be utilized during emergency situations and will, at a minimum, be 22 inches long with a tensile strength of 350 pounds; and
    - c. A handcuff cover (black box) will be used for transporting medium and maximum security offenders in accordance with [OP-040111](#) entitled "Transportation of Offenders."
  6. Belly chains

Will be strong, durable, and constructed of steel links at least ¼ inch thick and 1 ½ inches in length.

7. Oleoresin Capsicum (OC)

The use of Oleoresin Capsicum (OC) spray will be restricted to authorized personnel as defined in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents." Unissued OC spray will be stored in designated areas inaccessible to offenders, protected from the weather, secured from unauthorized access, and protected from extreme heat and cold. Each container will be labeled to reflect date of expiration.

- a. OC spray will be law enforcement grade, paraffin free, capable of spraying 10 feet for a minimum of 3 seconds.
- b. OC spray will be carried in individual holsters designed specifically for this use. OC spray will not be kept in areas subject to temperature extremes, such as within a vehicle's glove compartment or trunk.
- c. Probation and parole officers, fugitive apprehension agents, and Office of Inspector General supervisors may be issued one canister of OC spray with a record of issuance being maintained by the Inspector General, district supervisor/chief or designee. If carried, the canister must be in a holster specifically designed for such use, and provided by the district/unit.
- d. Central Transportation Unit (CTU) officers and facility correctional security officers at minimum security and above will be issued OC spray as a standard piece of equipment.
- e. If OC spray is used, an incident report will be submitted in accordance with [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents," to include the beginning and ending weight of the canister following its use.
- f. All OC canisters will be turned in upon their expiration date.
- g. Pepper ball guns are authorized as approved by the division managers and used only in accordance with manufacturer's specifications and guidelines.

8. Electronic Technology

- a. Electric capture/riot shield
  - (1) Made of clear polycarbonate; and



(2) Handles made of cast aluminum with button activation.

- b. Taser (as approved by the appropriate division manager)
- c. Taser X26 ECD is authorized for use by the Office of Inspector General.
- d. Remotely Activated Custody Control (RACC) Belt (CTU, Office of Inspector General, and maximum security only)

Use of the custody control belt will be in accordance with [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents"

9. Riot helmets

- a. Will be black in color, have a shatter resistant face shield, is capable of being worn with gas mask and has a chin strap.
- b. All helmets will meet NIJ standard 04104.02 or better.

10. Gas mask

Black rubber, full-faced mask with replaceable filter, designed for adaptation to eyeglass wear.

11. Body armor

- a. Only body armor models that have been tested by the National Institute of Justice (NIJ) National Law Enforcement and Corrections Technology Center (NLECTC), and found to comply with the requirements of the current NIJ standards will be used.
- b. Body armor will be stored and maintained in accordance to manufacturer's recommendations and will not be stored in areas subject to temperature extremes.
- c. Body armor should be visually inspected before issuance to ensure it is in good repair and have not reached their warranty expiration date.
- d. (Revision-03 09/05/2017) The wearing of body armor is mandatory for staff who are conducting inmate transports or performing CERT duties, or assigned to the perimeter post in accordance with the facility's approved Post Chart.

12. Safety gloves and safety sleeves will be made of Kevlar material.

13. Restraint chair (optional – medium and maximum security facilities only)

Use of a restraint chair will be in accordance with [OP-050108](#) entitled “Use of Force Standards and Reportable Incidents.”

14. Diversionary percussion devices (nonlethal)

These devices should be refillable and must be stored according to the manufacturer’s recommendation.

15. Crowd disbursement devices (i.e., stinger grenades) (nonlethal with rubber projectiles)

These devices must be stored in accordance with the manufacturer’s recommendation.

16. Thermal imaging

Thermal imaging equipment is available from the Office of the East Institution Division Manager.

17. Magnetic body orifice security scanner (Boss) chair

F. Intermediate Weapons and Security Equipment (Community Corrections)

When carrying a firearm on duty, an intermediate weapon (expandable baton and/or OC spray) must also be carried in order to comply with the “Use of Force Continuum” ([OP-050108](#), [Attachment A](#)). (4-APPFS-3B-06)

1. Expandable baton

(Revision-01 10/28/2014) Minimum 21 inches when extended, no longer than 26 inches in length when extended, carried in an approved case.

2. Oleoresin Capsicum (OC) Spray

Law enforcement grade, paraffin free, capable of spraying 10 feet for a minimum of 3 seconds.

- a. OC spray will be carried in individual holsters designed specifically for this use. OC spray will not be kept in areas subject to temperature extremes, such as within a vehicle’s glove compartment or trunk. Approval by the district supervisor is required prior to issuance of OC spray and a record of such issuance will be maintained.

- b. The OC canister will be turned in upon its expiration date and following any use. If used, a report will be submitted to the district supervisor in accordance with [OP-050108](#) entitled

“Use of Force Standards and Reportable Incidents,” to include the weight of the canister following its use.

3. Body armor
  - a. Only body armor models that have been tested by the National Institute of Justice (NIJ) National Law Enforcement and Corrections Technology Center (NLECTC), and found to comply with the requirements of the current NIJ standards will be used.
  - b. Body armor will be stored and maintained in accordance to manufacturers' recommendations. Body armor will not be stored in areas subject to temperature extremes, such as a vehicle trunk. Body armor will be visually inspected before issuance to ensure it is in good repair and has not reached its warranty expiration date.
4. Handcuffs and leg irons
  - a. Fabricated of polymer, nickel or blue finished steel in double lock configuration with tubular style retention mechanism. Colored handcuffs are not approved.
  - b. Consistent with National Institute of Justice (NIJ) standard 0307.01.
  - c. 11/32 inch thickness.
  - d. Anti-locking swivel chain connection or high security hinged connection.
  - e. Plastic/nylon, throwaway type may be utilized during emergency situations and will, at a minimum, be 22 inches long with a tensile strength of 350 lbs.
  - f. A handcuff cover (black box) will be used for transporting medium and maximum security offenders in accordance with [OP-040111](#) entitled “Transportation of Offenders.”
5. Belly chains

Will be strong, durable, constructed of steel, links at least ¼ inch thick and 1 ½ inches in length.
6. Safety gloves and safety sleeves will be made of Kevlar material for protection from cutting weapons.

III. Accessibility and Control of Firearms and Security Equipment (Institutions/Office of Inspector General) (4-4173)

All firearms and security equipment will be maintained in designated areas inaccessible to the offender population (outside offender housing units and activity areas), protected from the weather, and secured from unauthorized access. Access to the armories/storage areas will be limited to authorized staff as established by the facility/unit head.

A. (Revision-02 04/13/2015) Procedures for Possession of Firearms in Vehicles

Facility post orders will address the strict control of all firearms and security equipment brought on DOC property, including state-owned housing and by visiting law enforcement.

Any DOC employee who has a valid handgun license pursuant to the Oklahoma Self-Defense Act, is authorized to keep a firearm in a personally owned vehicle designated for vehicle parking, whether occupied or unoccupied, at any state-owned institution in accordance with the following provisions: (O.S. 21-1277).

1. Employees will provide annual notification, and updated immediately upon any change to the firearm, to the facility head. The firearm notification will include the brand name, model, serial number, and owner identification of the firearm;
2. The firearm is secured and stored in a locked metal storage container located in a locked vehicle; and
3. The storage container will be secured in the vehicle by a lockable chain or cable or by utilizing hardware provided by the manufacturer.

B. Procedures for Firearms in Employee Housing (4-4204M)

1. The facility head or designee will ensure the security of firearms maintained in state-owned housing and personal employee housing located on state property (i.e., trailer parks) to include privately owned firearms. A listing of the location of each firearm stored within state-owned housing/property by brand name, model, serial number, and owner identification information will be maintained by the facility head or designee. The list will be updated whenever a change occurs and audited at least annually by designated staff.
2. Signage

All DOC facilities, administrative offices, and buildings will ensure that appropriate signs are posted in accordance with [OP-110214](#) entitled "Workplace Violence" in order to prevent persons from

carrying into facilities or DOC buildings any handguns that are licensed pursuant to the Oklahoma Self Defense Act (O.S. 21-1277).

C. Storage of Firearms and Ammunition (State Firearms and Employees in State Housing)

When not in use, firearms and ammunition, at a minimum, will be secured in a locked container located within a locked vehicle or within the interior of the structure or an interior room/closet located outside of offender housing units and activity areas. (4-4204, b #3) The storage container will be constructed totally of metal in order to be of sufficient strength to serve as a substantial barrier to unauthorized entry. If stored in a vehicle, the storage container will be secured in the vehicle by a lockable chain or cable or utilizing hardware provided by the manufacturer.

IV. Accessibility and Control of Firearms and Security Equipment (Community Corrections)

A. When reporting for work, probation and parole officers must be "duty-ready." Duty-ready is defined as having the approved firearm and all issued security equipment ready and available in order to fulfill all duties of the position. Officers must notify their supervisors of any physical or pharmacological conditions that could affect their ability to perform their duties or carry a firearm or other weapon safely. (4-APPFS-3B-05)

B. Weapons are not authorized for possession or use at community correction centers. Local procedures will outline the process for access in emergency situations or transports to higher security. (4-ACRS-2A-10M)

C. Signage

All DOC facilities/districts, sub-offices, administrative offices, and buildings will ensure that appropriate signs are posted in accordance with [OP-110214](#) entitled "Workplace Violence" in order to prevent persons from carrying into any facilities or DOC buildings any handguns that are licensed pursuant to the Oklahoma Self Defense Act (O.S. 21-1277).

D. Storage of Firearms and Ammunition

If not worn on the person, firearms and ammunition, at a minimum, will be secured out of sight within a locked vehicle or in a storage container constructed totally of metal in order to be of sufficient strength to serve as a substantial barrier to unauthorized entry. When state owned firearms are stored at a residence, the firearm will be made safe and will be secured.

V. Use, Inventory, and Inspection of Firearms and Security Equipment

Post orders for the correctional officer assigned to the armory shall include instructions on control, inventory, and inspections of all security equipment and

firearms. The armory officer shall implement a preventative maintenance program to ensure adequate performance of all equipment.

A. Standards for the Use of Firearms and Security Equipment (Institutions/Office of Inspector General)

1. Procedures outlined in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents" will be followed.
2. Only correctional personnel who have a current Certificate of Proficiency in the use of firearms, to include the process for unloading and reloading of firearms, chemical agents, batons, and shields as specified in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents" will be issued or authorized to use firearms and such equipment in the commission of duties. (4-4205M)
  - a. Requalification will be required annually.
  - b. A firearm will not be authorized for correctional officers in cadet status, except for firearm training and qualification, and on departmental property.
  - c. All training and qualification will be with authorized firearms under the strict supervision of CLEET/NRA certified or certified instructors recognized by CLEET/NRA. Personnel qualifying with a specific firearm will be allowed to use only that brand and model of firearm for duty purposes.
3. Correctional facility personnel will only use firearms issued by the department in performing assigned duties.
4. Correctional facility personnel in direct contact with offenders will not carry firearms or security equipment except as authorized by the facility head in emergencies and transportation. (4-4204M)
5. Fugitive apprehension agents and Office of Inspector General supervisors may utilize a personally owned firearm or a department owned firearm. Personally owned firearms will meet specifications as outlined in Section II. item A. of this procedure.
6. Assignment of a state-owned firearm on a permanent basis or authorization to use a privately-owned firearm must be approved by the Inspector General for fugitive apprehension agents utilizing the "Permission to Carry State Owned/Private Owned Handgun" ([Attachment B](#), attached).
7. Firearm use and assignment can be revoked or restricted due to related disciplinary action or noncompliance with DOC rules. Suspension of firearm use can occur as the result of an alleged rule violation, investigation, failure to qualify, or any other just cause.

8. When not being carried, firearms will be properly secured and stored in accordance with Section III. item B. of this procedure.

B. Standards for the Use of Firearms and Security Equipment (Community Corrections)

1. Procedures outlined in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents" will be followed.
2. Only officers who have been trained and certified in the use of firearms, chemical agents and batons as specified in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents" will be issued or authorized to use firearms or such equipment in the commission of duties. Requalification will be required annually. (4-APPFS-3A-22M, 4-APPFS-3B-03M)
  - a. All firearms training and qualification will be with authorized firearms under the strict supervision of CLEET certified or certified by instructors recognized by CLEET.
  - b. Personnel qualifying with a specific firearm will be allowed to use only that brand and model of firearm for duty purposes.
3. In accordance with [OP-110245](#) entitled "Standards for Personal Appearance," uniforms, firearms and security equipment required for probation and parole officers (i.e., batons, OC spray, handcuffs and ammunition) shall be worn by officers during the following activities:
  - a. While conducting planned transports of offenders;
  - b. During planned arrests of offenders;
  - c. While on an authorized manhunt;
  - d. While conducting approved searches; and
  - e. During field contacts.

Wearing of body armor is mandatory for probation and parole officers when conducting the above listed activities.

4. Officers while working in their assigned offices may choose to wear their weapons and security equipment concealed. Concealment will be defined as hidden from the detection and/or view of another person at all times. Appropriate attire in accordance with [OP-110245](#) entitled "Standards for Employee Personal Appearance," will be worn for concealment.

5. The employee will have the CLEET certification card, DOC commissioning card and DOC badge in immediate possession at all times when carrying an approved firearm.
6. Assignment of a state-owned firearm on a permanent basis or authorization to use a privately-owned firearm must be approved by the district supervisor utilizing the "Permission to Carry State Owned/Private Owned Handgun" ([Attachment B-1](#), attached).
  - a. Probation and parole officers in probationary status may have a firearm permanently assigned upon successful completion of DOC firearms training.
  - b. Officers not having a permanently assigned firearm may check out a state-owned firearm as needed for official duties after successful completion of firearms training.
  - c. When authorized to carry a state or privately owned firearm, the firearm will be carried in a holster provided by the district, or in an approved holster designed for that particular firearm, in accordance with Section II. D. 1. item b. of this procedure.
7. Firearm use and assignment can be revoked or restricted due to related disciplinary action or noncompliance with DOC rules. Firearm use suspension may occur as the result of an alleged rule violation, investigation, failure to qualify, or any other just cause. (4-APPFS-3B-04)
8. Generally, DOC does not encourage, but does permit probation and parole officers, fugitive apprehension agents, and Office of Inspector General supervisors to carry an approved, privately or state owned firearm and ammunition during off-duty hours, provided the following guidelines are met:
  - a. The employee has been permanently assigned and has been qualified to use a specific firearm or authorized to carry a privately owned firearm.
  - b. The firearm must be concealed at all times. Concealment will be defined as hidden from the detection and/or view of another person.
  - c. No intoxicating substances, including 3.2 beer, have been consumed within the last 8 hours.
  - d. The employee will not enter an establishment where the main source of revenue is the sale of alcoholic beverages.
  - e. The employee will have the CLEET certification card, DOC commissioning card, and DOC badge in immediate possession.



- f. Commissioned DOC personnel are not commissioned, nor authorized, to carry an assigned department owned firearm while engaged in approved secondary employment, and DOC assumes no liability for any employee's action incurred during the course of secondary employment, or for conduct outside the scope of the departmental duties including any workers compensation benefits.
- g. When not being carried, firearms will be properly secured and stored in accordance with section III. Item B. of this procedure.

C. Preventative Maintenance, Inspections and Inventory Procedures (Institutions/Office of Inspector General) (4-4205M)

- 1. All equipment will be issued from the facility armory or other secure area as designated by the facility/unit head or designee. Equipment will be properly logged as to type of equipment, serial number, signature of employee receiving equipment, date and time out and in, and reason for reassignment. (4-4200)
- 2. Assigned equipment will be returned to the storage area at the end of each shift, when the reason for use has expired, or upon return to the workplace.
- 3. All firearms and security equipment used in the line of duty will be inspected monthly by a certified armorer or staff member designated by the facility/unit head. (4-4201, 4-4204M) A written report of readiness will be submitted to the facility/unit head. All state issued firearms will be detail stripped, test fired, and cleaned, at a minimum of annually, by a certified armorer. Certified armorers are those individuals trained and certified by the factory or other recognized school to work on that specific brand of weapon. The training program must be approved by the administrator of Training and Staff Development. The armorer will be supplied the necessary equipment and tools to provide repair and maintenance of weapons. Tools will be controlled in accordance with [OP-040107](#) entitled "Tool Control Standards."
  - a. Firearms assigned, but not fired subsequent to the last inspection, will receive proper surface cleaning on a monthly basis.
  - b. Firearms assigned and fired will be properly cleaned prior to storage.
  - c. Adjustment or repair of firearms will be performed by a certified armorer.

4. A monthly inventory of all firearms, chemical agents, ammunition, and emergency equipment will be conducted according to the following procedures: (4-4201)
  - a. Emergency equipment will be listed by type and serial number.
  - b. Expiration dates will be listed on OC spray canisters and on inventory entries.
  - c. All monthly inventories of current equipment, disposals, replacements, and additions will be dated and signed by the facility/unit head.
  - d. Shift inventory of restraints may reflect only the total number of sets on hand. Monthly inventories of restraints will include total number on hand and serial numbers.
  - e. Any lost or destroyed equipment will be reported to the affected division manager/Inspector General.
  - f. Surplus and contraband firearms will be disposed of as approved by the Inspector General.

D. Inspection and Inventory Procedures (Community Corrections)

1. All equipment will be issued as determined by the district supervisor. Issued equipment will be properly logged utilizing the "Probation and Parole Security Equipment Inventory Log" ([Attachment C](#), attached).
2. All firearms and security equipment used in the line of duty will be inspected monthly by a certified armorer or staff member designated by the district supervisor utilizing the "Probation and Parole Monthly Weapons/ Equipment Checklist" ([Attachment D](#), attached). (4-APPFS-3B-02M) All state issued firearms will be detail stripped, test fired, and cleaned, at a minimum of annually, by a certified armorer. Certified armorers are those individuals trained and certified by the manufacturer of the firearm or other recognized school to work on that specific brand of weapon. The training program must be approved by the administrator of Employee Development. The armorer will be supplied the necessary equipment and tools to provide repair and maintenance of weapons. If a privately owned weapon is authorized, the officer must have the weapon inspected by a certified armor annually and provide verification of the inspection at the time of annual qualification.
  - a. Firearms assigned, but not fired subsequent to the last inspection, will receive proper surface cleaning on a monthly basis.

- b. Firearms assigned and fired will be properly cleaned prior to returning to duty.
  - c. Adjustment or repair of firearms will be performed by a certified armorer.
  - d. Financial responsibility for the repair of personally owned firearms is the responsibility of the staff member.
3. Body armor exceeding the manufacturer's expiration date will be removed from service and disposed in accordance with requirements of [OP-120801](#) entitled "Property Inventory Control."

#### VI. References

O.S. 21-1277

Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-040107 entitled "Tool Control Standards"

OP-040111 entitled "Transportation of Offenders"

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

OP-110214 entitled "Workplace Violence"

OP-110245 entitled "Standards for Employee Personal Appearance"

OP-120801 entitled "Property Inventory Control"

#### VII. Action

The Inspector General/appropriate division manager is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-040106 entitled "Purchase, Use, and Control of Firearms and Security Equipment" dated October 16, 2012

|                            |                  |                 |                                   |
|----------------------------|------------------|-----------------|-----------------------------------|
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|----------------------------|------------------|-----------------|-----------------------------------|

Deleted: Operations Memorandum OP-040106 Addendum-01 dated January 17, 2013

Distribution: Policy and Operations Manual  
Department Website

| <u>Attachments</u>  | <u>Title</u>   | <u>Location</u>           |
|---|--|---------------------------|
| (Revision-04 11/21/2017) <a href="#">Attachment A</a><br>Attached | “Allowable Law Enforcement Equipment Matrix”   |                           |
| <a href="#">Attachment B</a>                                      | “Permission to Carry State Owned/Private<br>Owned Handgun” (Institutions/Office of Inspector<br>General) | Attached                  |
| <a href="#">Attachment B-1</a>                                    | “Permission to Carry State Owned/Private<br>Owned Handgun” (Probation and Parole)                        | Attached                  |
| <a href="#">Attachment C</a>                                      | “Probation and Parole Security Equipment Inventory<br>Log”   | Attached                  |
| <a href="#">Attachment D</a>                                      | “Probation and Parole Monthly Weapons/<br>Equipment Checklist”   | Attached                  |
| <a href="#">Attachment A</a>                                      | “Use of Force Continuum”   | <a href="#">OP-050108</a> |