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Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Purchase, Use, and Control of Firearms and Security Equipment

In order to fulfill its mission to protect the public, employees, inmates and offenders; the agency 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." (5-ACI-3A-28, 5-ACI-3A-33M b#1, 4-APPFS-3B-02 b#1, 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 administrator of Institutions will approve all firearms and security equipment purchases.

B. Probation and Parole and Community Corrections and Contract Services

1. Probation and Parole

Each administrator will determine the authorized firearms and security equipment needs of the affected probation and parole region and make a recommendation for equipment to the chief administrator of Community Corrections and Contract Services, who will approve all firearms and security equipment purchases.

2. Community Corrections Centers

The administrator of Community Corrections will determine community centers weapons/security equipment needs, ensuring the availability for use in the transportation of inmates to higher security as outlined in [OP-040111](#) entitled "Transportation of Inmates" and in the event of emergencies. (4-ACRS-2A-10M)

C. Office of the Inspector General

The Inspector General will approve all firearms and security purchases for the office of the Inspector General (OIG).

D. Emergency Response Team (ERT)

The ERT Commander will approve all firearms and security purchases for ERT.

II. Standards for Equipment

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

A. Firearms

1. Handgun—Agency Issue

a. Semi-automatic (Institutions/OIG/ERT)

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

b. Semi-automatic (Probation and Parole)

(Revision-02 dated 06/29/2022) Glock or equivalent, 9-mm, double or safe action, 2.5-5" barrel. Glock or equivalent .40 caliber, 2.5-5" barrel.

c. Revolver (OIG/ERT)

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

d. Revolver (Probation and Parole)

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

2. Handgun-Privately Owned

a. Semi-automatic (OIG/ERT)

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 (Probation and Parole)

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 (OIG/Probation and Parole/ERT)

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 or 5.56 mm caliber.

5. Rifle, tower scoped

The telescopic scoped tower rifle is optional at all medium and maximum security facilities that have operational towers. The Burris Posi-lock or equivalent 3 x 9x 40 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 3x9 variable, black synthetic stock, blue steel is authorized at designated facilities by the agency director or designee.

B. Ammunition

1. Handgun-Agency Issue (Institutions)

New, factory loaded 9mm or 9mm+P, jacketed hollow point, 124 - 147 grain.

2. Handgun-Department Issue (OIG/ERT)

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, 9mm 115-147 grain jacketed hollow point or .40 caliber jacketed hollow point, 155 – 180 grain.

3. Handgun-Agency Issue (Probation and Parole)

a. .38 special+P, new, factory loaded, jacketed hollow point 125 – 158 grain.

b. Only 9 mm or 9mm+P new, factory loaded, 124 -147 grain, jacketed, hollow point .40 caliber, new, factory loaded 155 - 180 grain jacketed hollow point.

4. Handgun-Privately Owned (OIG/Probation and Parole/ERT)

Fugitive apprehension agents, probation and parole officers, ERT members, and OIG supervisors who carry privately owned weapons

will provide their own ammunition which will meet all agency standards.

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 or 5.56 mm new, factory loaded, minimum 55 grain, boat tail hollow point, match grade is authorized. Fugitive apprehension agents and OIG supervisors may utilize 5.56 mm. The OIG may also use match grade or law enforcement grade jacketed soft point or bonded metal bullet or ballistic tip ammunition at the discretion of the Inspector General. Bonded metal bullets will be restricted to use in rifles with barrels shorter than ten inches in length and only for use by the OIG.
- b. (Revision-01 dated 03/11/2022) Rifle, tactical-only .308 new, factory loaded, minimum 150 grain ammunition. Each facility that is authorized by the agency director or designee will use the brand of ammunition that performs best in their specific tactical rifle.
- c. (Revision-02 dated 06/29/2022) All duty, tactical and training ammunition must be factory loaded in accordance with Sporting Arms and Ammunition Manufacturers' Institute (SAAMI) 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

(Revision-02 dated 06/29/2022) Employees will be required to utilize the same holster in qualification/training as will be utilized on duty. All maximum, medium and minimum-security

facilities will only be authorized to utilize Level III retention holsters.

C. Load Bearing Equipment (Institutions/Community Corrections Centers/Office of Inspector General/ERT)

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 OIG may wear belts as appropriate in accordance with [OP-110245](#) entitled "Standards for Employee Personal Appearance."

2. Holster

- a. (Revision-02 dated 06/29/2022) Fugitive apprehension agents and OIG supervisors are authorized a patented thumb or trigger finger active locking/retention system or passive retention holster;
- b. (Revision-02 dated 06/29/2022) All maximum, medium and minimum security facilities will only be authorized to utilize Level III retention holsters.
- c. Finish and closures will be compatible with belt; and
- d. 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 OIG 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. ERT may utilize single magazine carriers.

D. Load Bearing Equipment (Probation and Parole)

1. Belt

- a. Black or brown 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. All holsters must be approved by the administrator 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/Community Corrections Centers, as applicable) (5-ACI-3A-28)

The following special weapons and security equipment are authorized and will be applicable to community corrections centers as identified on ([Attachment A](#), attached) entitled "Law Enforcement Equipment Matrix."

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 inmates in accordance with [OP-040111](#) entitled "Transportation of Inmates."

6. Belly chains

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

The use of a belly chain with separated handcuffs may be used with approval from the chief of Operations.

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 inmates, 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. OIG supervisors and agents may be issued one canister of OC spray with a record of issuance being maintained by the Inspector General. If carried, the canister must be in a holster specifically designed for such use, and provided by the unit.

- d. Central Transportation unit (CTU) officers and correctional officers at community corrections 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/unit administrators 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 unit administrator)
 - c. Taser X26 ECD is authorized for use by the office of Inspector General.
 - d. Remotely Activated Custody Control (RACC) Belt (CTU, OIG, 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 chinstrap.
 - 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. The wearing of body armor is mandatory for staff who are conducting inmate transports, performing CERT duties, or assigned to the perimeter post in accordance with the facility's approved master roster.

12. Protective Vests

- a. Protective vests will be worn while on a special management unit when assigned to a fixed post, assisting with movement, or having face-to-face contact. For the purpose of this procedure, face-to-face contact shall include; the inmate is out of the cell, no physical barrier between the inmate and staff (the cell door or the access port is open for conversation/provision for services). Special management units will include:
 - (1) (Revision-02 dated 06/29/2022) Special Management Units (SHU)/Transit Detention Units (TDU);
 - (2) Oklahoma State Penitentiary (OSP) maximum security units (A-Unit, C-Unit and H-Unit); and
 - (3) Joseph Harp Correctional Center (JHCC) Mental Health Unit (MHU) and G-Unit.
- b. Only state issued protective vests with Spike III stab/spike rating will be utilized in accordance with NIJ standards. (NIJ Standard-0101.06 and 0115.00)
- c. Protective vests will be stored and maintained in a secure storage area(s) in accordance with manufacture recommendations.
- d. Two protective vest carriers will be maintained for each protective vest to allow carriers be sanitized while maintaining a particular size in use. All carriers will be sanitized and inventoried prior to storage and/or when not in use.

- e. Daily inspections will be conducted by the shift supervisor or designee for compliance with this procedure. Utilizing a log, the shift supervisor or designee will ensure all protective vests are accounted for and the vests have been properly sanitized. Protective vests will be issued to staff members from a designated location using an appropriate log, ensuring the date shows the month, day and year.
 - f. Staff members will inspect the protective vests daily for any damage or excessive wear. Any findings will be reported to the chief of security with a written incident report submitted prior to the end of shift. Loss or significant damage to the protective vest requires immediate verbal notification to the chief of security, recorded in the post log, with a written incident report submitted prior to the end of shift.
 - g. Staff members will be responsible for maintenance and care while protective vests are in use. Staff members will be held responsible and liable for negligent use, abuse and/or loss of the protective vest.
 - h. (Revision-02 dated 06/29/2022) The chief administrator of Institutions will be responsible for the organization and purchase of protective vests for the Division of Institutions. The chief administrator of Community Corrections and Contract Services will be responsible for the organization and purchase of protective vests for the Division of Community Corrections.
 - i. Staff members non-compliant with the protective vest procedures will be subject to disciplinary action in accordance with [OP-110415](#) entitled "Progressive Disciplinary Procedures." One noncompliance finding in a calendar year may be grounds for a letter of concern, twice in a calendar year may be grounds for a letter of reprimand, three times in a calendar year may be grounds for a suspension without pay, and four times in a calendar year may be grounds for termination.
13. Safety gloves and safety sleeves will be made of Kevlar material.
14. 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."
15. Diversionary percussion devices (nonlethal)
- These devices should be refillable and must be stored according to the manufacturer's recommendation.

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

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

17. Thermal imaging

Thermal imaging equipment is available from the division of Institutions.

18. Magnetic body orifice security scanner (Boss) chair

F. Intermediate Weapons and Security Equipment (Probation and Parole)

When carrying a firearm on duty, an intermediate weapon (expandable baton and/or OC spray) must also be carried in order to allow an appropriate level of force response.

1. Expandable baton

Minimum 21 inches when extended, no longer than 26 inches in length when extended, carried in an approved case.

2. Oleoresin Capsicum (OC) Spray

Probation and parole officers may be issued one canister of OC spray with a record of issuance being maintained.

Law enforcement grade, paraffin free, capable of spraying ten feet for a minimum of three 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 administrator 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 administrator 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 inmates in accordance with [OP-040111](#) entitled "Transportation of Inmates."

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/Community Corrections Centers/Office of Inspector General/ERT) (5-ACI-2G-03)

All firearms and security equipment will be maintained in designated areas inaccessible to the inmate population (outside inmate housing units and activity areas), protected from the weather, and secured from unauthorized access. (5-ACI-3A-33M, b#2 Access to the armories/storage areas will be limited to authorized staff as established by the facility/unit head.

A. Procedures for Possession of Firearms in Vehicles (Institutions/Community Corrections Center)

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

Any ODOC employee who is in compliance with 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: (21 O.S. § 1277.).

1. Employees will provide annual notification, and immediately update 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. Facilities will develop local procedures which outline the process for access and control of weapons and approved as outlined in [OP-010101](#) entitled "Policies and Procedures."

Community corrections centers will ensure authorized weapons are only used in the event of an emergency situations or transports of inmates to higher security. The administrator of Community Corrections will review/approve these procedures. (4-ACRS-2A-10M)

C. Procedures for Firearms in Employee Housing

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 ODOC 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 ODOC buildings any handguns that are in compliance with the Oklahoma Self Defense Act (21 O.S. § 1277.).

D. 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 inmate housing units and activity areas. 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 (Probation and Parole)

A. When reporting for work, probation and parole officers must be “duty-ready.” Duty-ready is defined as having the approved firearm, uniform 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. Signage

All ODOC community corrections centers/probation and parole regions, 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 ODOC buildings any handguns that are in compliance with the Oklahoma Self Defense Act (21 O.S. § 1277.).

C. Storage of Firearms and Ammunition (Probation and Parole)

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. (4-APPFS-3B-02M b#2)

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/ERT)

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. (5-ACI-3A-34M)
 - 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 agency property.
 - c. All training and qualification will be with authorized firearms under the strict supervision of CLEET certified or certified instructors recognized by CLEET. 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 agency in performing assigned duties.
 4. Correctional facility personnel in direct contact with inmates will not carry firearms or security equipment except as authorized by the facility head in emergencies and transportation. (5-ACI-3A-33 b#2)
 5. Office of the Inspector General supervisors and agents, and ERT members, may utilize a personally owned firearm or an agency owned firearm. Personally owned firearms will meet specifications as outlined in 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 agents, or the Commander of the ERT for assigned members 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 ODOC 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 this procedure.
- B. Standards for the Use of Firearms and Security Equipment (Probation and Parole)

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:(4-APPFS-3B-01M, 4-APPFS-3G-03)
 - a. While conducting planned transports of inmates/offenders;
 - b. During planned arrests of inmates/offenders;
 - c. While on an authorized manhunt;
 - d. While conducting approved searches; and
 - e. During field contacts, with a minimum of two officers.

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 unconcealed.
5. The employee will have the CLEET certification card, (unless issued a limited commissioning) ODOC commissioning card and ODOC 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 administrator utilizing the “Permission to Carry State Owned/Private Owned Handgun” ([Attachment B-1](#), attached). If an officer chooses to carry a privately owned firearm, a state-owned firearm will not be provided.

- a. Probation and parole officers in probationary status may have a firearm permanently assigned upon successful completion of ODOC 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 region, or in an approved holster designed for that particular firearm.
7. Firearm use and assignment can be revoked, restricted or suspended due to related disciplinary action or noncompliance with ODOC rules or restrictions placed on the employee preventing full duty capabilities. 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, ODOC does not encourage, but does permit CLEET certified probation and parole officers, and OIG supervisors and agents 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. No intoxicating substances have been consumed within the last 8 hours.
 - c. The employee will not enter an establishment where the main source of revenue is the sale of alcoholic beverages.
 - d. The employee will have the CLEET certification card, ODOC commissioning card, and ODOC badge in immediate possession.
 - e. Commissioned ODOC personnel are not commissioned, nor authorized, to carry an assigned agency owned firearm while engaged in approved secondary employment, and ODOC assumes no liability for any employee's action incurred during the course of secondary employment, or for conduct outside the scope of the agency duties including any workers compensation benefits.
 - f. When not being carried, firearms will be properly secured and stored in accordance with this procedure.

- g. Probation and parole officers who are authorized for a limited commissioning are not authorized under the auspices of that commissioning to carry a personal or state issued firearm while off duty.

C. Preventative Maintenance, Inspections and Inventory Procedures (Institutions/Community Corrections Centers/Office of Inspector General/ERT) (5-ACI-3A-34M)

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, ensuring the date shows the month, day and year and time out and in, and reason for reassignment. (5-ACI-3A-29)
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. (5-ACI-3A-30, 5-ACI-3A-33 b#1) 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: (5-ACI-3A-30)
 - 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 unit administrator/Inspector General.
- f. Surplus and contraband firearms will be disposed of as approved by the Inspector General.

D. Inspection and Inventory Procedures (Probation and Parole)

1. All equipment will be issued as determined by the administrator. Issued equipment will be properly logged utilizing the "Probation and Parole Security Equipment Inventory Log" ([Attachment C](#), attached) ensuring the date shows the month, day and year.
2. (Revision-01 dated 03/11/2022) 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 administrator utilizing the "Probation and Parole Monthly Weapons/Equipment Checklist" ([Attachment D](#), attached). (4-APPFS-3B-02M b#1) 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 chief administrator of Training. 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 armorer 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. Notice

- A. All employees will receive a copy of this procedure upon initial employment and at any time, revisions are made. It is the responsibility of the employee to read this procedure and indicate in writing on the "Acknowledgment of Receipt and Understanding" ([Attachment E](#), attached) that the employee has read and understands this procedure.
- B. The "Acknowledgement of Receipt and Understanding" ([Attachment E](#), attached) will be filed as documentation in the employee's personnel field file.

VII. References

21 O.S. § 1277.

Policy Statement P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-010101 entitled ""Policies and Procedures"

OP-040107 entitled "Tool Control Standards"

OP-040111 entitled "Transportation of Inmates"

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

OP-110214 entitled "Workplace Violence"

OP-110245 entitled "Standards for Employee Personal Appearance"

OP-110415 entitled "Progressive Disciplinary Procedures"

OP-120801 entitled "Property Inventory Control"

NIJ Standard-0101.06 and 0115.00

VIII. Action

The Inspector General/appropriate division administrator/administrator of Institutions/Community Corrections, ERT commander is responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: OP-040106 entitled "Purchase, Use, and Control of Firearms and Security Equipment" dated November 30, 2020

Deleted: Revision-01 OP-040106 dated June 23, 2021

Distribution: Policy and Operations Manual
Department Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Law Enforcement Equipment Matrix”	Attached
Attachment B	“Permission to Carry State Owned/Privatey Owned Handgun” (Institutions/Office of Inspector General)	Attached
Attachment B-1	“Permission to Carry State Owned/Privatey Owned Handgun” (Probation and Parole)	Attached
Attachment C	“Probation and Parole Security Equipment Inventory Log”	Attached
Attachment D	“Probation and Parole Monthly Weapons/Equipment Checklist”	Attached
Attachment E	“Acknowledgement of Receipt and Understanding”	Attached