

Shotgun

381.1 PURPOSE AND SCOPE

This policy establishes procedures for the acquisition, use, and documentation of training in the use of a shotgun. The Sheriff or the Sheriff's designee shall approve all Department shotguns before they are acquired and utilized by any Member of this Department.

Those Members presenting good cause may be exempt from applicable sections of this policy with approval from both the Training Division Commander and the Member's Commander. The exemption authorization form will be generated by the range sergeant, approved and signed by both commanders, scanned and stored on the Training Division's network drive.

381.2 AUTHORIZED SHOTGUN

Department-issued shotguns are the sole property of the Department and shall be returned immediately upon request or separation from employment.

Private-purchased shotguns are not authorized for duty use.

381.3 SHOTGUN INSPECTION

Authorized shotguns must pass inspection by a Department Armorer before being deployed for duty use.

- (a) Shotguns shall be inspected annually by a Department Armorer.
- (b) Repairs to a Department-issued shotgun shall be performed by a Department Armorer.
- (c) Any modifications to a Department-issued shotgun are strictly prohibited unless authorized and performed by a Department Armorer.

381.4 SHOTGUN QUALIFICATION

- (a) Department Members trained with a shotgun shall qualify with a Department-approved shotgun annually.
- (b) Department Members at the rank of Lieutenant or above who choose to use a shotgun shall qualify with a Department-approved shotgun annually. Otherwise, all Members with the rank of Lieutenant or above and Deputy Coroners are exempt.
- (c) Failure to pass qualification standards with a shotgun may result in the on-duty use being revoked.

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381.5 FAILURE TO ATTEND SHOTGUN QUALIFICATION

1. Any Member who fails to attend a scheduled shotgun qualification session shall notify their immediate supervisor.
2. The notification process when a Member fails to attend a required qualification session shall, at a minimum, consist of the following:
 1. At the completion of each shooting qualification period, the Firearms Training Unit staff shall prepare a list of names of Members who failed to attend qualification as required. The list shall also include the most recent two year shooting qualification history of each Member that failed to qualify.
 2. A failure to qualify internal memo with the attached shooting qualification two year history of each Member who failed to shoot will be sent to the Training Division Commander. The Professional Services Command Assistant Sheriff, or their designee, shall forward the memos to the Commander of each Member.
3. Failure to attend shotgun qualification within the allotted time frame may result in discipline.

381.6 CARRY CONDITION OF THE SHOTGUN

1. [REDACTED]
2. Department Members shall use a clearing barrel if it is available when loading or unloading a shotgun. If a clearing barrel is unavailable, the shotgun shall be pointed in the safest direction. In these situations, Department Members should adhere to the Fundamental Rules of Firearm Safety course.

381.7 AUTHORIZED SHOTGUN AMMUNITION

- (a) Department members shall only carry Department-approved ammunition for duty use in all Department-issued shotguns. The Sandra Hutchens Regional Law Enforcement Training Center Armory shall maintain an addendum of authorized duty shotgun ammunition.
- (b) [REDACTED]
- (c) Damaged duty shotgun ammunition should be removed from service immediately.
- (d) Shotguns designated as Lethal shotguns shall only be used with lethal duty ammunition.
- (e) Shotguns designated as Less-Lethal shotguns shall only be used with less-lethal ammunition

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381.8 STORAGE AND TRANSPORTATION IN A DEPARTMENT-OWNED VEHICLE

1. 
2. Refer to Policy 380.11 STORAGE OF FIREARMS. Shotguns need to be stored in a Department Armory between shifts. A Member's Commander may provide an exemption for the storing of Department owned shotguns, e.g. training,.