

On Duty Firearms

306.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy provides guidelines for issuing service firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force, Off-Duty Law Enforcement Actions or Officer-Involved Shootings and Deaths policies.

This policy only applies to active sworn DSH law enforcement appointed pursuant to California Penal Code section 830.3 subdivision (v). (Investigators of the Office of Protective Services). For purposes of this policy "employee" will refer to active sworn DSH law enforcement under California Penal Code Section 830.3 subdivision (v). This policy applies to sworn uniformed police personnel appointed pursuant to Penal Code section 830.38 only when the officer is performing official duties as a range master approved by the Chief of Law Enforcement (CLE). These Penal Code section 830.38 personnel may transport state issued firearms to the range and transport state issued firearms to use for training in approved training courses.

306.2 POLICY

Best Practice MODIFIED

The California Department of State Hospitals (DSH) shall equip its employees appointed pursuant to Penal Code section 830.3, subdivision (v), with firearms for use in the performance of their official duties to respond to risks, when appropriate. The Department shall ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 FIREARMS, AMMUNITION AND OTHER WEAPONS

Best Practice MODIFIED

Employees shall only use firearms that are issued or approved by the Office of Protective Services (OPS). Except in an emergency with direction by a supervisor, no firearm shall be carried by an employee who has not qualified quarterly with that firearm at an authorized department range. After authorizing, the approving supervisor will advise the Hospital Police Chief and the CLE as soon as practical.

All other weapons not provided by OPS, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by employees in the performance of their official duties without the express written authorization from CLE.

306.3.1 DSH ISSUED FIREARMS

Best Practice MODIFIED

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- (a) Within 10 days of the date a handgun, and commencing January 1, 2024, any firearm, is acquired by the agency, a record of the same shall be entered as an institutional weapon into the Automated Firearms System (AFS) via the California Law Enforcement Telecommunication System (CLETS) by the law enforcement or state agency. (Pen. Code, § 27050.)
- (b) Each firearm that has been acquired, issued, reported stolen, lost, found, recovered, held for safekeeping, surrendered will be handled pursuant to Penal Code section 28050, Family Code section 6389, and Penal Code section 11108.02.

306.3.2 FIREARMS PURCHASED PURSUANT TO PENAL CODE SECTION 32000

Discretionary **MODIFIED**

- (a) For the purposes of Penal Code section 32000, subdivision (b)(6), a service weapon is a weapon issued by the Office of Protective Services and used in the course and scope of duties of employees appointed pursuant to Penal Code section 830.3, subdivision (v), while on duty.
- (b) It is the Department's position that based on statutory changes effective January 1, 2021, the purchase of firearms pursuant to Penal Code section 32000, subdivision (b) (6), by DSH employees appointed pursuant to Penal Code section 830.3 subdivision (v) is prohibited because the Department provides any necessary service weapon to these employees and peace officers appointed pursuant to Penal Code section 830.38 are not authorized to carry service weapons in the course and scope of their duties, unless serving as a DSH Range Master.
- (c) Use of department identification cards to purchase firearms pursuant to Penal Code 32000, subdivision (b)(6), is prohibited.

306.3.3 10-DAY WAITING PERIOD PURSUANT TO PENAL CODE SECTION 26950

Agency Content

It is the policy of the Department not to provide waivers of the statutory 10-day waiting period.

306.3.4 AMMUNITION

Best Practice **MODIFIED**

Employees shall carry only department-authorized ammunition. Employees shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms during the employee's firearms qualification. Replacements for unserviceable or depleted ammunition issued by OPS shall be dispensed by the Rangemaster when needed, in accordance with established policy.

For purposes of this policy, ammunition and handgun ammunition is defined under Penal Code section 16150, subdivision (a).

Ammunition shall be factory new, designed for duty applications, and made by a reputable ammunition manufacturer that is recognized as an industry standard in law enforcement.

306.3.5 QUALIFICATION

Agency Content

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- (a) Remanufactured ammunition or "reloads" are strictly prohibited from being used in handguns owned by the department.
- (b) Range Master shall issue initial allotments of ammunition during initial handgun distribution/inspection to Investigators.
- (c) Range Master shall provide a new box of ammunition every year, during the Investigator's handgun annual anniversary inspection date.

306.4 AUTHORIZATION TO CARRY FIREARM

Agency Content

- (a) Employees, as defined in section 306.1, are authorized to carry and should carry concealed. However, DSH understands that there are circumstances where concealed carry may not be feasible or be appropriate in accordance with an assignment or during an overt police action.
- (b) When not in use, OSI firearms are to be stored in designated lockers on hospital grounds until there is a need to arm the investigators. Investigators must have written permission from the hospital police chief to store the investigator's issued firearm in a different location.
- (c) In emergent circumstances, where significant risk to life and safety exists, it may be necessary for Office of Special Investigations Investigators to carry firearms on hospital grounds to address an immediate/ eminent risk. Investigators shall notify the Hospital Police Chief and Executive Director/designee for approval as soon as practical to carry a firearm. DSH Investigators shall follow all current Office of Protective Services policies and directives.
- (d) Firearms may not be stored in a personal residence except for special circumstances as approved by Hospital Police Chief or Executive Director.
- (e) DSH Firearms are generally prohibited in patient and secure treatment areas unless an exigent circumstance exists with the express knowledge and approval of the hospital police chief/designee
- (f) Whenever an investigator removes their firearm from their storage locker to carry an entry will be made in Armorerlink as soon as practical. Additionally, a memorandum addressed to the Hospital Police Chief and the Executive Director will be written explaining the carrying of the firearm as soon as practical.

State Hospital Office of Special Investigations Investigators may be assigned various law enforcement tasks in the course of their daily duties in which they may be required to be armed with state issued firearms.

Examples including but not limited to:

- On-ground incidents (active shooter/armed or suspicious persons/vehicles).
- Evidence transportation.
- District Attorney's Office for filing of reports.
- Arrestee transportation/booking.
- Call-out for death investigations/on-site arrests/critical incidents.

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- Coroner's Office for autopsies.
- Providing testimony in court or seeking warrant approval.
- Service of search warrants/conducting interviews off grounds.
- Firearms range training.
- Escorting disgruntled or terminated employees off grounds when there are reasons to believe the terminated employee might react violently to the termination.
- Assisting in AWOL/Patient escape investigations.

306.5 EQUIPMENT

Best Practice **MODIFIED**

Firearms carried on-duty shall be maintained in a clean, serviceable condition.

306.6 REPAIRS OR MODIFICATIONS

Agency Content

Firearms that are the property of DSH can only be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific make and model of that firearm. Such modification or repair must be authorized in advance by the Rangemaster.

Each employee shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

306.7 HOLSTERS

Agency Content

Only department-approved holsters shall be used and worn by employees. Employees shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.8 SAFE HANDLING, INSPECTION AND STORAGE

Best Practice **MODIFIED**

Employees shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Employees shall not unnecessarily display or handle any firearm.
- (b) Employees shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Employees shall not dry fire or practice quick draws except as instructed by the Rangemaster or other firearms training staff.
- (c) Employees shall not clean, repair, load or unload a firearm anywhere in the OPS, except where clearing barrels are present.
- (d) Employees shall not place or store any firearm or other weapon on OPS premises except where the place of storage is locked. No one shall carry firearms into the Secure Treatment Area (STA) or any part thereof when securing or processing an arrestee,

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but shall place all firearms in a secured location. Members providing access to the STA to persons from outside agencies are responsible for ensuring firearms are not brought into the STA.

- (e) Any on-duty firearm that is determined by an employees to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the department armorer/Rangemaster OPS for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the employees's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.8.1 INSPECTION AND STORAGE DEPARTMENT ISSUED FIREARM

Best Practice **MODIFIED**

Range Master shall perform a basic inspection of each department issued firearm a minimum of once per quarter. This inspection will be documented in Armorerlink: SHOOTING RANGE -> D. FIREARMS QUALIFICATION REPORTS -> 5. Firearms Safety Check.

A basic inspection will consist of:

- Unloading the firearm.
- Performing a safety check to ensure the firearm is unloaded.
- Conduct a field strip of the firearm by separating the slide from the frame, remove the barrel and recoil spring from the slide.
- Check for damage, debris, and any abnormalities.
- If needed clean the firearm.
- Function check the magazines by ensuring the springs have enough tension to feed the ammunition, the follower is in good condition, the tube and feed lips are not bent or damaged and the base plate is properly secured;
- Reassemble the firearm; and
- Function check the firearm while unloaded.

A basic inspection and cleaning shall be completed by the assigned user after each training and qualification.

An annual inspection shall be completed by the department armorer. This inspection will be completed as recommended by the firearm manufacturer and armorer training. The annual inspection will be documented on the Annual Inspection Check List and logged into ArmorerLink.

306.8.2 ADDITIONAL GUIDELINES FOR STORAGE

State **MODIFIED**

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles, or any other area under their custody or control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit OPS-issued firearms to be handled by anyone not authorized by the OPS to do so. Members

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should be aware that negligent storage of a firearm could result in civil and criminal liability (Penal Code § 17060; Penal Code § 25100; Penal Code § 25105; Penal Code § 25145). Refer to section 306.4(b) for authorization to store a firearm off state hospital grounds.

306.8.3 ALCOHOL AND DRUGS

Best Practice **MODIFIED**

Firearms shall not be carried by any employee, on-duty, who has consumed any amount of an alcoholic beverage, or has taken any drugs or medication, has taken any combination thereof that would tend to adversely affect the employee's senses or judgment.

306.8.4 ADDITIONAL GUIDELINES FOR STORAGE IN VEHICLES

State

When leaving a handgun in an unattended vehicle, members shall ensure that it is locked in the trunk, or in a locked container that is placed out of view, or in a locked container that is permanently affixed to the vehicle's interior and not in plain view, or in a locked toolbox or utility box permanently affixed to the vehicle (Penal Code § 25140; Penal Code § 25452).

If the vehicle does not have a trunk or a locked container, then the firearm should be locked within the center utility console that can be locked with a padlock, keylock, combination lock, or other similar locking device (Penal Code § 25140).

Officers are exempt from these requirements during circumstances requiring immediate aid or action in the course of official duties (Penal Code § 25140).

306.9 FIREARMS TRAINING AND QUALIFICATIONS

Best Practice **MODIFIED**

Employees who carry a firearm while on-duty are required to successfully complete quarterly qualifications. All range qualification must occur on an approved department range.

At least annually, all employees carrying a firearm on duty should receive practical training designed to simulate field situations including low-light shooting, per the [Day Time](#) and [Night Time](#) qualification courses.

306.9.1 ON-DUTY NON-CERTIFICATION OR NON-QUALIFICATION

Best Practice **MODIFIED**

If any employee fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that employee shall submit a memorandum to his/her immediate supervisor advising of the failure to meet minimum standards prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

- (a) Additional range assignments may be scheduled to assist the employee in demonstrating consistent firearm proficiency.

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- (b) Employees shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
- (c) No range credit will be given for the following:
 - 1. Unauthorized range make-up
 - 2. Failure to meet minimum standards or qualify after remedial training

Designated employees who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action. The Chief of Police or designee may deny, suspend, or revoke for good cause, an, employee's right to carry an on-duty firearm.

306.10 FIREARM DISCHARGE

Best Practice **MODIFIED**

Except during training or recreational use, any employee who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit and no longer than 24 hours following the incident. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved employee shall adhere to the additional reporting requirements set forth in the Use of Force policies.

In all other cases, written reports shall be made as follows:

- (a) If on-duty at the time of the incident, the employee shall file a written report with his/her Watch Commander or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
- (b) If off-duty at the time of the incident, the investigator will notify the watch commander as soon as possible. A written report shall be submitted or recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.10.1 DESTRUCTION OF ANIMALS

Best Practice **MODIFIED**

Employees are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, OPS employees should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed, becomes impractical, or if the animal reasonably appears to pose an imminent threat to human safety.

306.10.2 INJURED ANIMALS

State **MODIFIED**

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With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

Stray or abandoned injured animals that may be moved or taken to an available veterinarian should not be euthanized. With supervisor approval, abandoned injured animals (with the exception of dogs and cats) may only be euthanized after a reasonable search to locate the owner has been made. Injured dogs and cats found without their owners shall be taken to an appropriate veterinarian for determination of whether they should be treated or humanely destroyed (Pen. Code § 597.1).

306.10.3 WARNING AND OTHER SHOTS

Best Practice

Generally, shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective, and reasonably safe.

Warning shots shall not be used.

306.11 RECORDS RETENTION

Agency Content

All training/qualification records are maintained during the course of an employee's employment and destroyed 5 years after resignation, retirement, rejection on probation, or layoffs. Records are to be kept indefinitely if on disability retirement, terminated by disciplinary action, resignation with fault, or AWOL. SAM § 1667 DGS Cal-RIM. Employees are highly encouraged to maintain records of all qualifications and approvals to carry relating to DSH-issued service weapons and provide such records to DSH upon request.

306.11 RANGEMASTER DUTIES

Best Practice MODIFIED

The Rangemaster may be an OPS employee or approved business affiliate.

The range will be under the exclusive control of the Rangemaster. All employees attending will follow the directions of the Rangemaster. The Rangemaster will maintain a roster of all employees attending the range and will submit the roster to the Training Coordinator after each range date. Failure of any employee to sign in and out with the Rangemaster may result in non-qualification.

The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by employees of this department to verify proper operation. The Rangemaster has the authority to deem any department-issued or personally owned firearm unfit for service. The employee will be responsible for all repairs to his/her personally owned firearm and it will not be returned to service until inspected by the Rangemaster.

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The Rangemaster has the responsibility for ensuring each employee meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the employee is authorized to carry.

The Rangemaster shall complete and submit to the Training Coordinator documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each employee who completes the training. The Rangemaster should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Training Coordinator.

306.11.1 POLICY

Agency Content

The position of the Range Master and the range program will be under the supervision of a hospital police lieutenant, or a supervising special investigator designated by the hospital police chief. The designated range will be under the exclusive control of the Range Master. All employees attending a range must follow the direction of the Range Master.

306.11.2 SELECTION PROCESS

Agency Content

The Range Master will be a P.O.S.T Certified Range Master OPS employee.

Candidates for Range Master must successfully pass the P.O.S.T Firearms Instructor Course and shall meet and maintain eligibility requirements outlined below by OPS prior to appointment:

- (a) Must submit a letter of interest to the Chief of Law Enforcement;
- (b) Must be able to work with minimum supervision.
- (c) Must have basic firearms knowledge and the desire to further knowledge.
- (d) Strong communication and interpersonal skills.
- (e) No current attendance issues.
- (f) The ability to be trained on Armorerlink and continue to remain proficient;
- (g) Proficiency in demonstrating proper firearm nomenclature.
- (h) Proficiency demonstrated by qualifying at a designated range. If unsuccessful, one retest may be granted. If the retest is unsuccessful, the candidate will be removed from consideration as a Range Master and may reapply in the future.

Range Masters will be selected by the Chief of Law Enforcement. Preference will be given to employees with teaching and lesson planning experience.

306.11.3 RANGE MASTER TRAINING AND RETENTION

Agency Content

- (a) Successfully pass the P.O.S.T Firearms Instructor Course. Upon successful completion of the P.O.S.T Firearms Instructor Course, a Range Master shall attend at

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least four range dates and work in a capacity such as "Range Safety Officer" to gain experience and knowledge of running an effective range. These range dates will be under the direction of a Range Master designated by the Range Master supervisor.

- (b) A Range Master refresher course (or similar type course) is recommended every four years.
- (c) Range Masters are subject to a requalification assessment every five years to remain in this capacity. Requalification assessment will be conducted by the range supervisor consisting of a review of training records and yearly evaluations.
- (d) The Range Master certification is contingent upon being in good standing with their department.
- (e) To ensure that all training is consistent, no Range Master is authorized to train to a standard that is not reviewed and approved by OPS.

306.11.4 RANGE MASTER RESPONSIBILITIES AND DUTIES

Agency Content

All Range Masters shall be trained and qualified in the safe operations of all department approved firearms. Once completed satisfactorily, Range Masters are then authorized to act as Range Masters at their designated range, under the supervision of the Range Master supervisor.

The Range Master will notify the department members of qualification dates. The Range Master has the responsibility for ensuring each employee meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning, and safety of all firearms the employee is authorized to carry. The Range Master will oversee the handling and transportation of all equipment needed for the range, qualifying, and training officers, and working together to run a safe range. The Range Master has the authority to deem any department-issued firearm unfit for service. Range Masters shall maintain full authority for range activities and may exclude or expel any participant from the range for good cause.

306.11.5 RANGE MASTER RECORD KEEPING

Agency Content

The Range Master is responsible for preparing and coordinating range qualifications and keeping track of OSI qualification compliance. The Range Master will retain recordkeeping of compliance and qualifications including a roster of all employees attending the range and will submit the roster to the Training Coordinator after each range date. Failure of any employee to sign in and out with the Range Master may result in non-qualification.

The Range Master shall complete range qualification forms, input the information into RMS, and retain the physical records for at least 5 years after separation from state service. If qualifications are not attained, the employee shall be considered out of compliance with the qualification mandates.

The Range Master will be expected to remain proficient in the Armorerlink tracking system. On-duty weapons and ammunition, qualifications, training, and inspections will be recorded and kept up to date in Armorerlink.

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306.11.6 ARMORER DUTIES

Agency Content

The Armorer has the responsibility of making periodic inspections, at least once a year, of all duty firearms carried by employees of this department to verify proper operation. The armorer will supervise quarterly inspections of on duty firearms conducted by the investigators or range masters. The armorer will conduct on site inspections of any on duty firearms that are reported to malfunction during qualifications or training.

306.11.7 POLICY

Agency Content

The position of armorer will be under the supervision of a hospital police lieutenant, or a supervising special investigator designated by the hospital police chief. The armorer will be responsible for all on-duty firearms used by OPS. The armorer will be prohibited from any armorer function for off-duty firearms.

306.11.8 SELECTION PROCESS

Agency Content

The armorer will be a certified armorer for the specific firearm make and model issued as a service weapon to the Office of Special Investigations Investigators. The armorer will attend armorer training put on by the manufacture for these firearms. The armorer will be an OPS employee. The armorer does not have to be a Range Master but range master training is preferable.

Candidates for armorer must successfully pass the required firearm armorer training for the department issued firearm and shall meet the eligibility requirements outlined below by OPS prior to appointment.

- (a) Must submit a letter of interest to the Hospital Police Chief.
- (b) Must be able to work with minimum supervision.
- (c) Must have basic firearms knowledge and the desire to further knowledge.
- (d) No current attendance issues.
- (e) The ability to be trained on Armorerlink and continue to remain proficient.
- (f) Proficiency in demonstrating proper firearm nomenclature.

Armorer will be selected by the Chief of Law Enforcement in consultation with the Range Master supervisor and in consultation with the armorer (if there is another department armorer) and in consultation with the range master staff.

306.11.9 ARMORER TRAINING AND RETENTION

Agency Content

Once successfully completing armorer training the new armorer will be mentored by a senior armorer of greater experience and tenure with the department if possible. The armorer will be monitored during the first on-duty firearm inspection conducted by the new armorer. The armorer will recertify as an armorer as required by the manufacturer armorer training.

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306.11.10 ARMORER RESPONSIBILITIES AND DUTIES

Agency Content

One a yearly basis the armorer will conduct a thorough inspection of all department issued service weapons. This will require the disassembly of the weapon past the point of normal field stripping to include disassembly of the trigger assembly and removal of the firing pin. The inspection will determine the firearm is working and that no parts are damaged or missing. The armorer will look for wear points or any cracking of the components and perform deep cleaning and any required maintenance. The armorer will ensure there have been no unauthorized modifications to the firearm. The firearm will then be reassembled and put through a full function check to ensure the firearm is operational.

The armorer will supervise quarterly field stripping of the on-duty firearms conducted either by the assigned investigator or a Range Master. The armorer is a resource during this process for any issues that might come up during the quarterly inspections.

The armorer will attend all department qualification ranges and be available for any inspection of a weapon at the request of the assigned investigator. The armorer will respond to any weapon malfunctions that cannot be cleared by normal procedures. The armorer will inspect the malfunctioning weapon and if necessary, remove the weapon from service until repairs can be made.

306.11.11 ARMORER RECORD KEEPING

Agency Content

Armorer will be responsible for documenting all inspections into the Armorerlink program.

306.13 ARMORERLINK

Agency Content

Definition: Armorerlink (AL) is an internet cloud-based software solution that can be accessed by DSH authorized personnel who have the credentials to do so. The AL system manages the inventory of lethal and non-lethal firearms, ammunition, equipment, firearm maintenance and training records. AL shall be used to track the usage and location for all lethal and non-lethal firearms owned by the Department of State Hospitals.

- (a) Employees shall use the Armorerlink system to manage and track DSH departmental owned and assigned lethal and non-lethal firearms. The system shall track the issuance of firearms to authorized personnel, including the date of issuance, name of recipient, make/model of firearm, serial number of the firearm and the designated armory location. OPS personnel must adhere to the DSH firearms policy (OPS 306.4 AUTHORIZATION TO CARRY FIREARM). DSH facilities shall conduct an Asset (Firearm) Physical Inventory and post the count to Armorerlink on a bi-annual basis.
- (b) Employees shall use the Armorerlink system to manage and track the storage location, type, amount and usage of DSH departmental ammunition for lethal and non-lethal ammunition. DSH facilities shall conduct a Consumable (Ammunition) Physical Inventory and post the count to Armorerlink on bi-annual basis.

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- (c) Employees shall use the Armorerlink system to manage and track all OSI personnel firearm qualifications. AL will maintain the qualifying officer's name, date/time of qualification, course of fire, firearm make/model, serial number, caliber of ammunition used, qualifying Range Master name and a PASS/FAIL score. The firearm qualifications shall be posted to Armorerlink on a quarterly basis. OPS personnel must adhere to the DSH firearms policy (OPS 306.9 FIREARMS TRAINING and QUALIFICATIONS).
- (d) Employees shall use the Armorerlink system to manage and track the maintenance and repair history of all lethal and non-lethal firearms and related equipment. The system shall be used to store scheduled routine firearm maintenance and repairs, firearm inspections, and the documentation related to the repairs and modifications made to the firearms. OPS personnel must adhere to the DSH firearm policy (OPS 306.6 REPAIRS or MODIFICATIONS).
- (e) Employees responsible for managing or tracking firearms, ammunition and equipment shall be trained in the use of the Armorerlink system. DSH shall ensure that all authorized personnel are certified in the use of the AL system and familiar with its features and capabilities. Proof of training shall be maintained in the AL system.
- (f) The DSH facility shall assign a Range Master supervisor to oversee the operations of the AL system for that specific facility. The DSH facility must assign a designated AL supervisor for each the HPD and OSI armories. The Manager and Supervisors are both responsible for maintaining an updated facility personnel roster, firearm and non-lethal weapon inventory, ammunition inventory, firearm maintenance, firearm qualifications and training records (including records such as Range Master and Armorer certifications), within the AL system.
- (g) Armorerlink may be used to generate reports required by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), the California Department of Justice (DOJ) and other regulatory agencies. The AL system shall be used to ensure compliance with all federal, state and local laws and regulations governing the possession, use, and storage of lethal and non-lethal firearms, ammunition, firearms maintenance, and personnel firearm qualifications and trainings.
- (h) An Armorerlink BI-Annual Report shall be requested from each DSH facility and shall be delivered to the Office of the Chief of Law Enforcement. The report must show the completion of the following requirements: personnel roster/deactivations, current firearm inventory, current ammunition inventory, all firearm maintenance or inspections, training courses and rosters, and quarterly on-duty OSI firearm qualifications.

Attachments

New OSI Sidearm Qualification Course Day Time.pdf

DEPARTMENT OF STATE HOSPITALS SIDEARM QUALIFICATION COURSE (OSI) DAY TIME

<u>DATE:</u>	<u>NAME: LAST, FIRST A.</u>	<u>BADGE# / RMS#</u>	<u>RANGE LOCATION</u>
DISTANCE / TIME:		Instructions to shooter	Notes
1 yard 4 rounds	5 secs	With the support hand on the chest, draw and fire 2 rounds center mass from position of retention, then take 1 step back and fire 2 more rounds center mass.	
5 yards 8 rounds	6 secs	Draw and fire 4 rounds center mass, strong hand only (6 secs) Start with handgun at low ready, in support hand only. Fire 4 rounds center mass, support hand only (7secs)	
7 yards 6 rounds	12 secs	(Set up handgun with 2 rounds in the magazine & 1 round in the chamber) Draw and fire 3 rounds center mass, reload & fire a Failure Drill (2 rounds center mass, 1 round to the head)	
10 yards 6 rounds	8 secs	Draw and fire 6 rounds center mass	
15 yards 6 rounds	12 secs	Draw and fire 3 rounds center mass standing, then fire 3 rounds center mass from kneeling position. Safely re-holster	
25 yards 8 rounds	17 secs	Draw and fire 4 rounds center mass standing, then 4 rounds center mass from kneeling position. Safely re-holster	
NOTES:			
<ul style="list-style-type: none"> • Target: B-27 Silhouette or equivalent • Score: Passing minimum is 31 out of 38, in the 7 ring or better • Starting point: Start with weapon holstered, unless stated otherwise. • Ending Point: Shooters will scan, assess and re-holster • Qualifications will be conducted as a "Cold Qual" • Any training or necessary remediation will take place after qualification has concluded. 			
<u>Weapon Make and Model</u>		<u>Caliber</u>	<u>Serial Number</u>

DISTANCES

1 YARD IS 3 FEET OR 0.91 METERS, 5 YARDS IS 15 FEET OR 4.5 METERS (5M), 7 YARDS IS 21 FEET OR 6.4 METERS (7M)
 10 YARDS IS 30 FEET OR 9.1 METERS (9M), 15 YARDS IS 45 FEET OR 13.716 METERS (14M), 25 YARDS IS 75 FEET OR 22.86 METERS (23M)

Score: PASS / FAIL

NOTES:

Rangemaster Signature: _____ Qualifying Officer Signature: _____

New OSI Sidearm Qualification Course Night Time.pdf

DEPARTMENT OF STATE HOSPITALS SIDEARM QUALIFICATION COURSE (OSI) NIGHT TIME

<u>DATE:</u>		<u>NAME: LAST, FIRST A.</u>	<u>BADGE# / RMS#</u>	<u>RANGE LOCATION</u>
DISTANCE / TIME:		Instructions to shooter		Notes
1 yard 4 rounds	6 secs	With the support hand on the chest, draw and fire 2 rounds center mass from position of retention, then take 1 step back and fire 2 more rounds center mass.		
5 yards 8 rounds	8 secs	Draw and fire 4 rounds center mass, strong hand only. (6 secs) Start with handgun at low ready, in support hand only. Fire 4 rounds center mass, support hand only. (7 secs)		
7 yards 6 rounds	12 secs	(Set up handgun with 2 rounds in the magazine & 1 round in the chamber) Draw and fire 3 rounds center mass, reload & fire a Failure Drill (2 rounds center mass, 1 round to the head)		
10 yards 6 rounds	10 secs	Draw and fire 6 rounds center mass		
15 yards 6 rounds	14 secs	Draw and fire 3 rounds center mass standing, then fire 3 rounds center mass from kneeling position. Safely re-holster		
25 yards 8 rounds	20 secs	Draw and fire 4 rounds center mass standing, then 4 rounds center mass from kneeling position. Safely re-holster		

NOTES:

- **Target: B-27 Silhouette or equivalent**
- **Score: Passing minimum is 31 out of 38, in the 7 ring or better**
- **Starting point: Start with weapon holstered, unless stated otherwise.**
- **Ending Point: Shooters will scan, assess and re-holster**
- **Qualifications will be conducted as a "Cold Qual"**
- **Any training or necessary remediation will take place after qualification has concluded.**

<u>Weapon Make and Model</u>	<u>Caliber</u>	<u>Serial Number</u>

DISTANCES

1 YARD IS 3 FEET OR 0.91 METERS, 5 YARDS IS 15 FEET OR 4.5 METERS (5M), 7 YARDS IS 21 FEET OR 6.4 METERS (7M)
 10 YARDS IS 30 FEET OR 9.1 METERS (9M), 15 YARDS IS 45 FEET OR 13.716 METERS (14M), 25 YARDS IS 75 FEET OR 22.86 METERS (23M)

Score: PASS / FAIL

NOTES:

Rangemaster Name & Signature: _____ Qualifying Member Signature: _____