



RICHMOND POLICE DEPARTMENT GENERAL ORDER



Subject: POLICE WEAPONS		Chapter 1	Number 7	# Pages 25
References: CALEA: 1.2.2, 4.1.4, 4.1.5, 4.3.1a-f, 4.3.2, 4.3.3a-c, 4.3.4, 17.5.2 VA Code: § 15.2-1704	Related Orders: 01-05, 01-08, 01-21, 01-24, 01-25 , 04-04	Effective Date: 09/25/2026 Revised By: Review Prv. Rev. Date: 05/11/2023		
<i>If any provision of this General Order conflicts with any collective bargaining article, the collective bargaining agreement shall govern.</i>				
Chief of Police: 				

I. PURPOSE

Virginia Code § 15.2-1704 charges a locality's police force with preventing and detecting crime, apprehending criminals, safeguarding life and property, preserving peace, and enforcing state and local laws, regulations, and ordinances. Inherently, police forces are equipped with weapons to assist, when necessary, to execute its responsibilities successfully.

[CALEA 1.2.2]

The purpose of this directive is to establish the policy and procedure for the issuance, care, and maintenance of issued and non-issued police weapons and to establish guidelines for wearing weapons during the City of Richmond's Personnel Board *hearings*, ***arbitration hearings***, and other related situations. All authorized personnel will review this policy and be given instructions in this directive before carrying any issued or non-issued police weapons.

[CALEA 4.3.4]

II. SUMMARY OF CHANGE

This policy is due for triennial review. New language is denoted in bold and italicized text.

III. POLICY

It is the policy of the Richmond Police Department to ensure that members use only Department-issued/authorized weapons. It is also the policy of the Department to provide the proper guidelines for its members for the wearing of weapons to the City of Richmond's Personnel Board *hearings*, ***arbitration hearings***, and the Department's Internal Review Boards meetings. Richmond Police Officers must receive training and demonstrate proficiency, monitored by a certified weapons instructor in using all issued/authorized weapons before carrying them.

[CALEA 4.3.2, 4.3.3a]

NOTE: For Secondary/Off-Duty weapons, ***Officers*** will be required to annually pass the off-duty qualification course prior to carrying the weapon.

IV. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines outlined in this General Order. Responsibility rests with the Division Commander to ensure that policy violations are investigated and appropriate training, counseling, and/or disciplinary action ***are*** initiated.

This directive is for internal use only and does not enlarge an employee's civil liability in any way. It should not be construed as creating a higher standard of safety or care in an evidentiary sense concerning third-party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department and then only in a non-judicial administrative setting.

V. DEFINITIONS

- A. PRIMARY SERVICE WEAPON ***SYSTEM*** – *The department issued handgun weapon system consisting of a [REDACTED]*
[REDACTED]. *This is the principal weapon system for the Department and* is carried and employed as the weapon when on-duty or working off-duty in a police-related capacity.
- B. SECONDARY WEAPON/OFF-DUTY – A personally owned handgun that an officer carries on duty as a back-up weapon and/or off-duty for personal protection.
- C. FUNDAMENTAL RULES OF FIREARM SAFETY – Officers must always adhere to the following basic firearms safety rules:
1. Treat all weapons as if they are loaded and know their status.
 2. Do not sweep the muzzle past anything you do not intend to shoot. During loading and unloading procedures, officers will make sure the weapon is pointed in a safe direction.
 3. ***For weapons that have an external manual safety, the safety will be engaged until the weapon is pointed at the target and the officer makes the conscious decision to engage the target. The manual safety will be reengaged after the scan and assess phase of the post-engagement procedures and/or moving to another position.***
 4. A finger will remain off the trigger until the weapon is pointed at the target and the officer consciously decides to engage the target.
 5. Know what your target is and what is beyond it. Also, know what is to your left, right, and rear. ***At distance, be aware of what may come between you and your target.***

VI. PROCEDURE

A. Handguns:

1. The Richmond Police Department has selected the [REDACTED] as the Department's service weapon.

[CALEA 4.3.1a]

2. The authorized on-duty handgun ammunition is [REDACTED].

[CALEA 4.3.1b]

3. The Department member to whom the weapon **system** is issued is responsible for its care, cleaning, and operational readiness at all times. ***Officers are responsible for ensuring that all electronic components (WML and MRDS) are functional at the beginning of their shift or deployment. Officers are NOT to deploy a weapon system if any of the relevant components are not in good working order.*** Officers are NOT authorized to disassemble the issued weapon beyond field stripping for cleaning and may not alter the weapon in ANY way. In addition, officers shall be instructed in safely using all Departmental-issued weapons' locking devices and shall be responsible for securing their weapon(s) at all times.

[CALEA 4.3.1f, 17.5.2]

4. Only two changes may be made to the issued weapon. A Department Armorer is the only person who can make these changes. The changes are as follows:
 - a) The installation of [REDACTED] factory grips ***and/or grip tape.***
 - b) The installation of high-visibility sights that the Range Master approves. The sight must be constructed of steel or alloy. These sights must have a notch rear sight with or without ***tritium inserts.*** The front sight will be a standard post with large orange, ***red,*** yellow or green dots and ***a tritium insert.***
5. Handling of a firearm in any manner that is not in the course of an officer's official duties is prohibited. Exceptions would be to remove the weapon from the holster to perform maintenance, training, or as directed by a supervisor (i.e., inspections).

B. Issue and Repair of Department Weapons:

The designated Training Academy Staff shall be responsible for issuing firearms after inspection by the Department Range Master. The Range Master shall maintain a permanent record of all firearms, firearm serial numbers, and the name of the officer and division to whom the firearm is assigned. ***The electronic records will be kept in the Department's firearms database and the Department of Criminal Justice Services' database, known as TRACER. Hard copies will be retained by the Range Master and in the training archives located at the Police Academy. Firearm scores, either electronic and/or hard copies, will be available upon request.***

[CALEA 4.3.1c, 4.3.1e]

If a Department-issued firearm is unsafe or in need of repair, the firearm shall be referred to the Range Master. The Range Master shall maintain a permanent record of all firearms needing repairs, the nature of the repair(s), firearms' serial numbers and the name of the officer to whom the firearm is assigned. This record is kept in the Department's firearms database *and* in the office of the Department Range Master, where it may be inspected. The Department Range Master shall be responsible for safely storing all weapons needing repair and ensuring all non-issued handguns and shotguns are stored in the vault at the Training Academy.

[CALEA 4.3.1d, 4.3.1e, 4.3.1f]

C. Policy for Primary Weapon:

1. All on-duty sworn personnel working in a police-related capacity must carry on their person the Department-issued primary service weapon **system**. The only exceptions are circumstances where carrying a weapon would jeopardize the officer's safety, such as [REDACTED]. Any unarmed police enforcement assignments must have prior approval through the chain of command. If it is determined that an officer needs to have a non-traditional weapon for undercover work, etc., their immediate supervisor will write a letter through channels to the Chief of Police explaining the details of the assignment and what weapon is required. If the Chief of Police approves the non-traditional weapon, *and the weapon is a firearm*, the **firearm** must be brought to the Range Master to verify that *it* is safe and in good working condition. The employee must qualify and meet all normal Department standards to carry the weapon.
2. *Sworn personnel that are required to carry their primary weapon system or a specialized department weapon system in a concealed, low visibility capacity must attend Department approved low visibility/concealed carry training and pass the Department low visibility/concealed carry qualification course of fire prior to carrying the weapon system in this manner. After the initial training and qualification, an annual qualification will be required to continue to carry in this manner while on duty. Personnel will carry and qualify utilizing the Department issued or rangemaster approved holster. Carriage of the weapon system in this manner is for job-specific circumstances such as undercover operations, plain clothes surveillance, executive protection, or any other position where enhanced training and skill building is necessary to clear garments to draw the weapon system.*
3. Department members **must** qualify annually with the **authorized** primary service weapon **system** as specified by the Police Training Division. **Officers must meet the minimum qualifying standard of 70% for both the state-approved day qualification and the low-light qualification. On the date of their yearly qualification, officers will be allowed a maximum of 3 attempts each for the day qualification and the low-light qualification. Failure to achieve a passing score for either of the mandated qualification courses will result in that officer's police powers being withdrawn by the Training Academy supervision or designee. The officer will then be scheduled for remedial firearms training.**

4. *Remedial firearms training (RFT) will be available during the period of the annual Department-wide qualification. Officers who did not successfully achieve a passing score(s) on their last qualification will be mandated to attend. RFT is a mandatory 4-hour block of training in which the officer will receive individual instruction, coaching, and/or practice to identify and correct deficient behavior. At the end of the training block, the officer will be allowed a maximum of 3 attempts each for the day qualification and the low-light qualification. Failure to satisfactorily pass the day and/or low-light qualification course will result in the continued suspension of the officer's police powers and ability to carry a firearm in the performance of their duties.*

[CALEA 4.3.3c]

5. *Officers who do not successfully pass the qualification(s) at the end of the remedial firearms training will stay in a suspended police powers status and will be required to attend and successfully complete the handgun portion of the next block of Basic Recruit Firearms. Attendance is mandatory. Failure to pass the block of instruction will result in notification to the Chief of Police that the officer has not met the state-mandated standard, that the officer has exhausted all attempts at remediation, and the recommendation that the officer no longer be employed as a sworn law enforcement officer with the Richmond Police Department.*
6. *Officers are not to exceed a maximum of two mandatory remedial block of firearms training in a 10-year period. Officers are not to exceed a maximum of one mandatory return to basic recruit firearms training during their course of employment with the department. Any inability to qualify within these limitations will result in notification to the Chief of Police that the officer has exhausted their attempts to remain qualified and will carry the recommendation that the officer no longer be employed as a sworn law enforcement officer with the Richmond Police Department.*
7. *Attempts to qualify may be suspended at the discretion of the Range Master, Range Supervisor, or Officer-In-Charge (OIC) of the Training Academy, when physical limitations or other factors make attempts to **qualify** unsafe or impractical.*
8. *The Range Master, Range Supervisor, or OIC of the Training Academy will immediately notify the officer's unit supervisor or Commander of the failure to qualify and the prohibition of returning to sworn duty until the qualification is achieved. **The affected officer's supervision will be responsible for the collection and securing of Department equipment, other than the officer's handgun.***

[CALEA 4.3.3c]

9. *When issued a **replacement** firearm, officers will **have to successfully pass the daytime qualification prior to carrying the firearm in a duty or off-duty capacity. The firearm will be issued to the officer upon successful completion of the daytime qualification. The issued firearm will be of the same make and model as the previously issued handgun. If there is a change in the make or model of the WML, a low light qualification will be required.** Arrangements will be made with the Training Academy **to issue the handgun and administer the appropriate qualification.***

10. *Sworn personnel that are placed in a light duty/restricted police powers capacity, shall be eligible for a modified qualification, if physically necessary. The officer shall provide a doctor's note or signed Authorization for Medical Treatment Form to the Rangemaster or Academy supervisor that clearly identifies the physical limitations of the officer prior to attempting the modified qualification. This qualification will be effective for up to and not to exceed 180 days. This qualification will not be in lieu of the standard department qualifications that may be required when returning to full duty.*

D. Policy for Secondary Weapons/Off-Duty:

[CALEA 4.3.2, 4.3.1b, 4.3.1c]

1. If an officer wishes to carry a secondary weapon, or a weapon other than the primary service weapon **system** for off-duty use, they must take the weapon and holster to the Training Division to be inspected and **to successfully qualify with** the Range Master **or designee**. The holster must carry the weapon securely, be concealed from public view, and be fitted with a durable retention system. After passing inspection and qualification for the weapon, the requesting officer shall complete a PD-048, Registration of Personal Weapon form. The original will be placed on file at the Training Academy. The requesting officer will be given two copies. One copy will be for **their** records, and the second copy will be for their Captain/Commander/**Professional Staff** equivalent. The Range Master will place an updated Secondary/Off-Duty Weapon Qualification Report on the Department's [REDACTED] annually under the Secondary/Off-Duty Weapons folder. An updated report may be requested anytime during the year if needed. This report will include the officer's name, qualification date, and weapon serial number. The officer is responsible for ensuring that qualification and inspection of the secondary/off-duty weapon are conducted at least once every twelve months. If the officer fails to renew **their** certification when it expires, they will not be authorized to carry the secondary/off-duty weapon until **they have** qualified. If they fail to qualify on the certification course, the officer will be provided with individual instruction and/or practice to identify and correct the deficient behavior.
2. The following may be approved as secondary/off-duty weapons:

[CALEA 4.3.1a]

- a) [REDACTED] **semi-automatic pistols with a de-cocking mechanism.**
- b) [REDACTED] **that have independently operating safety features.**
- c) **Semi-automatic,** [REDACTED]
[REDACTED]
[REDACTED].
- d) [REDACTED] **pistols.**
- e) **The approved calibers for semi-automatic pistols are** [REDACTED]
[REDACTED].

- f) Revolvers with a [REDACTED]. [REDACTED]
[REDACTED]
- g) *The approved calibers for revolvers are [REDACTED].*
- h) Semi-automatic pistols ***and revolvers*** equipped with a [REDACTED] [REDACTED] carried in an off duty (non-official police capacity). The pistol must meet the requirements contained in section D, subsection 2 (a) ***or 2 (b) of this General Order.*** The *semi-automatic* pistol ***must*** have backup iron sights that are visible through the window, and the officer must have a holster that accommodates the *handgun* equipped with [REDACTED]. The ***pistol can only be carried as a secondary weapon if the officer has been trained, qualified and has been issued a [REDACTED] handgun by the Department.***

3. [REDACTED] ammunition is recommended; however, equivalent [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] ammunition is authorized for use:

- a) [REDACTED]
- b) [REDACTED] [REDACTED]
- c) [REDACTED] [REDACTED]
- d) [REDACTED]
- e) [REDACTED]
- f) [REDACTED]
- g) [REDACTED]
- h) [REDACTED]
- i) [REDACTED]
- j) [REDACTED]
- k) [REDACTED]
- l) [REDACTED]

4. Use of Secondary Weapons On-Duty:

- a) The purpose of this section is to allow access to a back-up weapon when officers cannot use their primary service weapon, and the use of deadly force is justified. Department members who choose to carry a secondary weapon while on duty will ensure that the weapon is hidden from common observation.

- b) An officer may carry up to [REDACTED] secondary weapon while in an on-duty status or working *extra*-duty in a police-related capacity.
- c) The use of a secondary weapon is considered a last resort. Any actions taken against a suspect must first be taken with the primary service weapon unless:
 - 1) [REDACTED]
 - 2) [REDACTED]
[REDACTED]
 - 3) [REDACTED]
[REDACTED]
 - 4) [REDACTED]
- 5. The officer must qualify to wear their standard on-duty attire and carry the weapon in the same manner as they do while working. Holsters for the secondary weapon must be pre-approved by the Range Master, Range supervisor, or OIC of the Training Academy. The holster must carry the weapon securely, be concealed from public view, and be fitted with a durable retention device.
- 6. All weapons will always be carried fully loaded. Semi-automatic weapons will have a [REDACTED].

E. ***Weapon Mounted Lights, Holsters, Grips, and Related Equipment:***

- 1. ***The weapon mounted light will be mounted at all times to the issued duty handgun and may only be removed for weapon maintenance, changing of the WML batteries, or at the direction and written approval of the Range Master or Academy supervision. The current WML issued is the Surefire X300UB. Legacy-issued Streamlight WMLs are authorized for use. The handgun with the mounted WML must be paired only with holsters designed to fit the appropriate weapon/WML combination.***
- 2. ***The only authorized holster for uniformed officers is the [REDACTED]
[REDACTED]
[REDACTED].***
- 3. ***Plainclothes officers and detectives are authorized to wear the [REDACTED]
[REDACTED] during the course of their duties. However, the primary duty holster will be worn during high-risk operations, or when the officer/detective has reason to believe they will be in contact with an individual(s) who will be combative.***
- 4. The [REDACTED] is authorized to facilitate switching the duty holster to different [REDACTED] belt loops. The QLS must ***be installed*** by ***the*** Training Academy personnel or authorized firearms instructors.
- 5. Any non-issued holsters, magazine pouches, rubberized slip-on grips, ammunition carriers, other weapon parts or accessories, or non-traditional weapon-carrying devices (fanny packs, etc.) may only be used if approved by the Training Division.

6. Officers are issued [REDACTED] magazines and shall carry them at all times while in uniform. All spare magazines will always be fully loaded. Under no circumstances will officers use any magazines other than [REDACTED] magazines ***for duty use. Aftermarket magazine base pads must be approved and installed by the Range Master. The base pads cannot increase the volume of ammunition held in the magazine. The base pads must be black in color.*** [REDACTED]
[REDACTED] At all times, magazine pouches shall be worn [REDACTED]
[REDACTED]. The maximum number of magazines (including the one in the weapon) the officer is allowed to carry is [REDACTED].
7. Any artwork, drawing or writing on the base pad of the magazine is prohibited. Officers may write their [REDACTED], ***initials, and a number for identification*** on the magazine with a subdued marker.
8. Unless the assignment requires the carrying of a firearm in a non-traditional manner, all firearms must be carried in an approved holster. The carrying of a firearm in a non-traditional manner requires ***the authorization of the Range Master or Academy supervision*** and prior supervisory approval.
9. [REDACTED]
[REDACTED].
[REDACTED]
[REDACTED]
[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
10. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- a) [REDACTED]
[REDACTED]
- b) [REDACTED]
[REDACTED]
- c) [REDACTED]
[REDACTED]
- d) [REDACTED]
[REDACTED]
- e) [REDACTED]
[REDACTED]
- f) [REDACTED]
[REDACTED]

g) [REDACTED]
[REDACTED]

11. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] [REDACTED]
[REDACTED]

a) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] *Officers on “restricted duty” will not overtly carry firearms while in public contact positions, the exception being inside of a Richmond Police Department facility.*

b) Approved shoulder holsters *for the issued primary service weapon system* will be limited to the type where the handgun carriage causes the barrel of the gun to [REDACTED] and the trigger guard is covered so that the finger is prevented from resting on the trigger while the weapon is being drawn or holstered. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] Plainclothes officers who carry their primary service weapon on duty in a shoulder holster must utilize the shoulder holster when qualifying with their primary service weapon.

F. All sworn personnel will have *all of* their *assigned* service weapons and ammunition inspected by their supervisor two (2) times a month. Supervisors will document the inspection *utilizing the web-based application of the* PD-144B, Richmond Police Department Uniform, Equipment, Service Weapon & Ammunition Condition Inspection Report. *The electronic report will be reviewed and approved by the divisional commander or designee. finalized report will be stored electronically as the official record of inspection and will be available for examination by the Range Master, Academy supervision, and any other authorized personnel within the Department.*

[CALEA 17.5.2]

G. Use of Ballistic Cleaning Cabinet *and Bullet Traps*:

Each Precinct, *Major Crimes Division, Special Operations Division*, and the Training Academy contains a ballistic cleaning cabinet, *and a rifle caliber rated bullet trap* for use by Department members *to conduct unloading and loading of police weapons* for the purpose of inspection and/or cleaning. *They should also be used for other firearms that may be brought into the building that need to be cleared of ammunition. The*

ballistic cabinet is only for handgun calibers, while the bullet trap is rated to contain up to [REDACTED]

- H. Instructions for using the ballistic cleaning cabinet *to administratively unload/load the primary weapon system:*

Unloading Procedures:

1. Face the cabinet and lock the shelf in place.
2. [REDACTED]
[REDACTED].
3. [REDACTED]
[REDACTED].
4. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED].
5. [REDACTED]
[REDACTED] [REDACTED]
[REDACTED].
6. The weapon can now be safely inspected and cleaned.

Loading Procedures:

1. Pick up the weapon and direct the muzzle into protected opening of the box while keeping fingers off the trigger.
2. [REDACTED].
3. [REDACTED].
4. [REDACTED]
[REDACTED].
5. [REDACTED].
6. Insert the magazine into the weapon and ensure it ***locks into*** place.

I. Shotguns:

1. The Richmond Police Department has selected the [REDACTED] shotgun as the Department's authorized shotgun.

[CALEA 4.3.1a]

2. Sworn members are permitted to carry a personally owned shotgun in the performance of their official duties, upon authorization from the Chief of Police.
3. The only personal shotgun authorized to be carried at this time is the [REDACTED]. Any personally owned shotgun must be inspected and approved for use by the Range Master. A list of approved accessories and modifications will be maintained by the Range Master.
4. ***All shotguns deployed for operational use shall have a weapon mounted light and sling.***
5. Department members who choose to qualify with the shotgun shall qualify annually. If an officer fails to meet the minimum qualifying standards during the firing of the mandated qualification course, the officer will not be able to check out, carry, or use the issued shotgun. The officer will be given additional training as soon as possible in order to assist ***them*** in meeting ***the qualification*** requirements.
6. The Training Division will maintain a record of those officers who are qualified to use the shotgun. The Range Master will place an updated Shotgun Qualification Report on the Department's [REDACTED] under the ***Police Weapons/Shotgun Qualification folder.***
7. Supervisors shall issue shotguns for special assignments, as need dictates, only to those officers who have met the Department's shotgun qualifications. ***Any officer assigned a shotgun will qualify on that specific shotgun before carrying it for operational use and will have to pass the annual shotgun qualification course with that shotgun.***
8. Each Precinct Commander and Division OIC shall appoint a Weapons Maintenance Officer. This officer's duties will include monthly cleaning and visual inspection of all shotguns assigned to the Precinct/Division. All shotguns will be taken to the Department's Range Master on an annual basis for inspection and/or any maintenance that may be needed. When a shotgun requires any maintenance other than routine cleaning, it shall be taken out of service and turned over to the Range Master as soon as possible.

[CALEA 4.3.1d, 17.5.2]

- a) [REDACTED]
[REDACTED]
 - 1) [REDACTED]
 - 2) [REDACTED]
 - 3) [REDACTED]
 - 4) [REDACTED].
- b) ***The standard magazine*** [REDACTED].

9. All sworn personnel assigned a shotgun will have the shotgun and ammunition inspected by their supervisor *twice* a month. Supervisors will document the inspection *utilizing the web-based application of* the PD-144B, Richmond Police Department Uniform, Equipment, Service Weapon & Ammunition Condition Inspection Report. *The electronic report will be reviewed and approved by the divisional commander or designee. The finalized report will be stored electronically as the official record of inspection and will be available for examination by the Range Master, Academy supervision, and any other authorized personnel within the Department.*
- J. *Instructions for using the rifle rated bullet trap to administratively unload the [REDACTED]:*
 1. *Exercising safe firearms handling practices, keeping the muzzle pointed in a safe direction, remove the shotgun from the bag or case. Ensure that mechanical safety is activated.*
 2. [REDACTED].
 3. [REDACTED]
[REDACTED]
[REDACTED].
 4. [REDACTED]
[REDACTED]
[REDACTED].
 5. [REDACTED]
[REDACTED]
[REDACTED].
 6. [REDACTED]
[REDACTED].
 7. [REDACTED]
[REDACTED]
[REDACTED].
 8. [REDACTED]
[REDACTED].
 9. [REDACTED]
[REDACTED]
[REDACTED].
 10. *The shotgun can be removed from the clearing trap and now inspected and/or cleaned.*
- K. *Instructions for using the rifle rated bullet trap to administratively load the [REDACTED] shotgun to the [REDACTED].*

1. *Exercising safe firearms handling practices, make sure the shotgun muzzle is inserted in the bullet trap. Ensure that mechanical safety is activated.*

2. [REDACTED]
[REDACTED]
[REDACTED].

3. [REDACTED]
[REDACTED].

4. [REDACTED]
[REDACTED]
[REDACTED].

5. *Place the shotgun in the carrying case or bag, exercising safe weapon handling procedures.*

a) While a vehicle is being used, any shotgun shall be secured in its carrying case and kept in [REDACTED]
[REDACTED]
[REDACTED]

b) When not in use, individually issued Department shotguns may be taken home by the assigned officer provided that the shotgun can be secured from unauthorized use. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] All shotguns will be safely unloaded before storage.

[CALEA 4.3.1f]

c) When not in active use, all *pool* shotguns shall be *stored* in a secure area of the Precinct or Division. [REDACTED]
[REDACTED] All shotguns will be safely unloaded before being stored.

[CALEA 4.3.1f]

d) The official shotgun ammunition issued by the Department for use by officers is [REDACTED]
[REDACTED]

[CALEA 4.3.1b]

L. Patrol Rifles:

1. The Richmond Police Department has selected the [REDACTED]
[REDACTED]

[CALEA 4.3.1a]

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6. *When a Rifle Operator Course is advertised, officers that want to become patrol rifle certified shall submit a PD-014, Training Request form to the Training Academy through their divisional chain of command. The OIC of the Training Academy and the Patrol Rifle Coordinator shall select from this current pool of candidates. Officers that have elected to participate in the Personally Owned Patrol Rifle Program will receive consideration for a position in the operator course. Patrol Operations will take precedence for the selection of students, and consideration of equitable distribution across Patrol Services shall be a factor during the selection process.*
7. *Officers shall be allowed to keep their assigned patrol rifle throughout the duration of their employment provided that they stay current in their certification. Transfers or promotion will not affect the officer's ability to continue to be a patrol rifle operator.* The assigned officer shall be responsible for the care, secured storage from unauthorized use, and general maintenance of the patrol rifle and the associated accessories. The officer shall be issued the following:
- a) [REDACTED]
 - b) [REDACTED]
 - c) *Adjustable two-point sling;*
 - d) Magazine holder; and
 - e) Soft carrying case.

[CALEA 17.5.2]

8. The executive officer shall maintain a record of the *patrol rifle operators and their* assigned rifles within their respective precincts or division.

[CALEA 4.3.1e]

9. *If a patrol rifle needs repair, the weapon will be taken out of service and referred to the Patrol Rifle Coordinator or the Department's Range Master. The Patrol Rifle Coordinator, in conjunction with the Range Master shall maintain a permanent record of all rifles needing repair and the nature of the repairs. This repair will be documented on the PD-060, Patrol Rifle Inspection Form.*

[CALEA 4.3.1d]

10. The patrol rifle shall be carried in [REDACTED]
- a) [REDACTED]
 - b) [REDACTED]
 - c) [REDACTED]

d) [REDACTED]

11. All sworn personnel will have their Department-issued or personally owned patrol rifle and ammunition inspected by their supervisor two (2) times a month. Supervisors will document *utilizing the web-based application of* the PD-144B, Richmond Police Department Uniform, Equipment, Service Weapon & Ammunition Condition Inspection Report. *The electronic report will be reviewed and approved by the divisional commander or designee. The finalized report will be stored electronically as the official record of inspection and will be available for examination by the Range Master, Patrol Rifle Coordinator, Academy supervision, and any other authorized personnel within the Department*

[CALEA 4.3.1c]

12. *Instructions for using the rifle rated bullet trap to administratively unload the Patrol Rifle from the cruiser ready condition.*

a) Unloading Procedures:

- 1) *Exercising safe firearms handling practices, keeping the muzzle pointed in a safe direction, remove the patrol rifle from the bag or case. Ensure that mechanical safety is activated.*

- 2) [REDACTED]

- 3) [REDACTED]

- 4) [REDACTED]

The weapon can now be safely inspected and cleaned.

b) Loading Procedures:

- 1) *Exercising safe firearms handling practices, insert the muzzle of the cleared patrol rifle through the rubber flap of the bullet trap. Make sure the muzzle remains past the rubber flap at the trap entrance.*

- 2) [REDACTED].

3) [REDACTED]

4) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
[REDACTED]
[REDACTED]

5) *Exercising safe firearms handling practices, keeping the muzzle pointed in a safe direction, place the patrol rifle in the bag or case.*

13. Officers shall not disassemble a Department issued patrol rifle beyond field stripping for cleaning. No unauthorized accessories will be added to the patrol rifle.

14. When not in use, individually issued Department patrol rifles [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] [REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[CALEA 4.3.1f]

15. *Patrol Rifle Operators may* [REDACTED]
[REDACTED]
[REDACTED] *and the officer will abide by the provisions set forth in this General Order.*

16. The official service ammunition authorized by the Department for use by officers is [REDACTED].

[CALEA 4.3.1b]

17. Sworn members may carry a personally owned patrol rifle in performing their official duties upon authorization from the Chief of Police. Sworn members may request such authorization through procedures set forth in this directive.

- a) If an officer wishes to carry a personally owned patrol rifle, *they* must take the weapon to the Training Division to be inspected and for qualification by the Range Master or Patrol Rifle **Coordinator**. The officer shall complete and sign the PD-048B, Agreement for Private Purchase of Patrol Rifle for Duty Use. The PD-048B shall be kept on file by the Patrol Rifle **Coordinator**. A copy of the PD-048B will be sent to the officer's Captain/Commander/**Professional Staff** equivalent. *Sworn personnel approved to use a personally owned patrol rifle will adhere to the same provisions of this directive as would an officer utilizing a Department-issued patrol rifle.* Furthermore, personally owned patrol rifles shall not be kept in any city vehicle for an extended period while the officer is off duty unless the officer has a Department issued vehicle with a dedicated weapon storage vault that is mounted to the vehicle. Officers utilizing personally owned patrol rifles shall adhere to the same storage

procedures as an officer with a Department-issued patrol rifle if assigned a city-owned vehicle.

- b) After passing inspection, training, and qualification for the weapon, the requesting officer shall have the initial qualification scores recorded on the PD-048B by the assigned patrol rifle instructor or the Patrol Rifle Coordinator. For subsequent qualifications, the officer shall complete the PD-048, Registration of Personal Weapon form. The original shall be placed on file with the Patrol Rifle **Coordinator**. Two copies of the PD-048 will be created, one for the officer's record and the second for their Commander/**Professional Staff** equivalent.

18. The Department has approved the following rifle specifications for use by members on personally owned patrol rifles.

- a) [REDACTED]
- b) [REDACTED]
[REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]
- f) [REDACTED]
[REDACTED]
[REDACTED]
- g) [REDACTED]
- h) [REDACTED]

19. Personally owned short-barreled rifles must be factory-registered short-barreled rifles and be properly registered with the ATF **or must be lawfully converted to a short-barrel rifle registered through the ATF on an approved ATF Form 1. Form 1 short-barreled rifles must be constructed of a factory original, complete upper receiver group.** A copy of the NFA tax stamp on **an** ATF Form 4 **or ATF Form 1** must be presented when the **Range Master** or **Patrol Rifle Coordinator** inspects the rifle. [REDACTED]
[REDACTED]

20. The Department has approved the following manufacturers for use by members as personally owned patrol rifles.

- a. [REDACTED]
 1. [REDACTED]
- b. [REDACTED]
 1. [REDACTED]
 2. [REDACTED]
- c. [REDACTED]

1. [REDACTED]
- d. [REDACTED]
1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
- e. [REDACTED]
1. [REDACTED]
2. [REDACTED]
- f. [REDACTED]
1. [REDACTED]
2. [REDACTED]
- g. [REDACTED]
1. [REDACTED]
2. [REDACTED]
- h. [REDACTED]
1. [REDACTED]
2. [REDACTED]

21. The Department has approved the following accessories for use by members on personally owned patrol rifles.

- a) [REDACTED]
 - i. [REDACTED]
 - ii. [REDACTED]
 - iii. [REDACTED]
- b) [REDACTED]
 - i. [REDACTED]
 - ii. [REDACTED]
 - iii. [REDACTED]
 - iv. [REDACTED]
 - v. [REDACTED]
- c) **Weapon Mounted Lights**
 - i. ***Surefire -M series Scout Lights, and X300U***
 - ii. ***Streamlight – Protac Rail Mounted and TLR-1 Series***
 - iii. ***Modlite – FUEL, OKWv2, PLHv2 series***
 - iv. ***Inforce – ARC series, Legacy WMLs grandfathered for existing patrol rifle operators***
- d) **Approved two-point sling**
 - i. ***Blue Force Gear VCAS sling***
 - ii. ***Viking Tactics 2-point sling***
 - iii. ***Ferro Concepts Slingster***
 - iv. ***GBRS Second Best Sling***
 - v. ***AWS 2-point sling***
 - vi. ***Velocity Systems LFT 2-point sling***

- e) Handguards: Approved handguards or rail system
 - i. ***Factory installed handguards from the OEM***
 - ii. ***Drop in rails/handguards that require no modification to the carbine.***
 - a. ***Daniel Defense Omega Rails***
 - b. ***Magpul Industries***
 - c. ***Troy Industries drop in rail***
 - d. ***Vertical foregrip or hand stop***
 - e. ***Redi-Mag***
 - iii. ***Triggers***
 - a. ***Geissele SSA or SSA x trigger***
 - b. ***Geissele G2S***

22. Sworn officers may utilize sound suppressors in conjunction with personally owned patrol rifles. Officers must provide an approved ATF Form 4 to the Patrol Rifle Coordinator or Range Master. Officers will adhere to the following procedures set forth in this policy if they choose to utilize a suppressor.

- a) ***The officer will have the appropriate muzzle device installed by the OEM, gunsmith, or Department AR 15 armorer. Muzzle breaks are not authorized for use.***
- b) ***The officer will bring the patrol rifle, suppressor, and copy of the ATF Form 4 to the Patrol Rifle Coordinator or Range Master for inspection.***
- c) ***A copy of ATF Form 4 will be made and kept with the officers PD-048B.***
- d) ***Current patrol rifle operators will be required to attend the Richmond Police Department Suppressor Training Class prior to deployment. New patrol rifle operators will be required to attend the Patrol Rifle Operator Course utilizing the suppressor during the course prior to duty use.***
- e) ***Officers will be required to confirm zero and pass the Department Patrol Rifle Day Qualification with the suppressor attached to the host weapon. The suppressor will need to be utilized for all subsequent patrol rifle qualifications if the officer wants to utilize the suppressor in the performance of their duties.***
- f) ***The following suppressors are authorized for duty use:***
 - 1) [REDACTED]
 - 2) [REDACTED]
 - 3) [REDACTED]

NOTE: The Range Master and the Patrol Rifle Coordinator have a list of specifically approved accessories. The Range Master and Patrol Rifle Coordinator must approve any additional accessory.

M. Special Weapons and Tactics Team Firearms:

1. *The Richmond SWAT Team has selected the [REDACTED] as the SWAT primary weapon system. This is a [REDACTED]
[REDACTED]
[REDACTED] Surefire Weapon Mounted Light, Surefire Suppressor, and sling. It fires the currently issued patrol rifle duty ammunition. The SWAT [REDACTED] is deployed on SWAT missions and can also be deployed by the SWAT officer for any criteria for which the patrol rifle is deployed.*
2. *The Richmond SWAT Team has selected the [REDACTED]
[REDACTED] as the sniper/countersniper weapon system. This is a [REDACTED]
[REDACTED]. The rifle is equipped with a [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] This weapon is deployed when tactically necessary during SWAT operations or Active Attack responses.*

N. Other Police Weapons:

[CALEA 4.1.4]

1. In special emergencies (e.g., riots, unruly mobs, et cetera), officers trained in the Department baton, tear gas dispersion equipment, and other special non-lethal weapons may employ those weapons as directed by supervision.

[CALEA 4.3.2]

2. All sworn personnel (uniformed and detectives) shall maintain at least one less-than-lethal tool on their person *that can* be readily available for use at all times while on duty.

2. The following less-than-lethal weapons are authorized for use by officers certified in their use:

[CALEA 4.3.1a]

- a) a. *Oleoresin Capsicum (OC Spray) – refer to General Order 01-08, Oleoresin Capsicum (OC) Spray Canister and Fogger. Members of the Crowd Management Team and the SWAT Team are also authorized to utilize other OC dispersion methods that they have been trained and certified in to include [REDACTED]
[REDACTED]
[REDACTED].*

- b) [REDACTED] – *Members of the Crowd Management Team and the SWAT Team are authorized to utilize [REDACTED] through various dispersion methods that they have been trained and certified in to include: [REDACTED]
[REDACTED]
[REDACTED].*

- c) TASER – *refer to General Order 01-21, Conducted Electrical Weapons.*

- d) [REDACTED] – *Members of the Crowd Management Team are authorized to utilize the [REDACTED] in accordance with their training and certification on the system. The authorized projectiles are [REDACTED].*
- e) [REDACTED] – *Refer to General Order 01-24, [REDACTED].*
- f) [REDACTED] – *Refer to General Order 01-25, [REDACTED].*
- g) [REDACTED] ASP Expandable Baton:
- 1) Only police-issued ASP Expandable Batons shall be carried.
 - 2) Before issuance, the ASP shall be inspected by a certified instructor.

[CALEA 4.3.1c]
 - 3) If a Department-issued ASP is unsafe or in need of repair, the ASP shall be referred to the Quarter Master for replacement and record keeping.

[CALEA 4.3.1d, 4.3.1e]
- h) All officers shall carry the [REDACTED] baton on their gun belt in a holder with the following exceptions, who may carry the [REDACTED] baton in a concealed manner or issued holder:
- a. [REDACTED]
 - b. [REDACTED]
- i) Officers will undergo refresher training and qualification, if applicable, at least biennially (every two calendar years).
- j) All training will be monitored by a certified instructor and properly documented.

[CALEA 4.3.3a, 4.3.3b]
- k)** Members who are unable to complete the initial or re-certification course will not be allowed to carry the ASP. Remedial training will be offered to those who fall into this category.

[CALEA 4.3.3c]

NOTE: The ASP Expandable Baton will not be used to threaten people or *elicit* information. Additionally, it will not be used on people who are handcuffed, secured, and in proper custody unless they threaten the involved officer or someone near the officer.

4. [REDACTED] – *The Richmond SWAT Team and the Crowd Management Team are authorized to utilize the [REDACTED] during riots or tactical situations in accordance with their training and certification.*

O. Unauthorized/Prohibited Weapons and Equipment:

1. Under no circumstances shall an officer carry or use nunchakus, Kempo sticks, brass knuckles, weighted gloves, blackjacks, or slapjacks.
2. All equipment not specifically approved is not authorized.
3. Use of Non-issued Equipment:
 - a) Any equipment Department members wish to utilize, in addition to the equipment issued by the Police Department, must be approved by the Academy before its use by an officer, and must be used in refresher training at least biennially (every two calendar years); however, officers must re-qualify with secondary weapons at least once annually.
 - b) Supplemental equipment chosen by Department members should be equal to *or exceed* the quality of equipment issued by the Department.

P. Law Enforcement Officers Safety Act of 2004:

1. The Law Enforcement Officers Safety Act of 2004 permits a “qualified law enforcement officer” to carry a concealed weapon in other states if carrying the photo identification issued by their agency.
2. Officers must still abide by state laws governing specific restricted ammunition and/or magazine capacity, in addition to all Federal laws.
3. If an Officer carries any off-duty weapon other than the Departmental-issued [REDACTED], they shall qualify with the said weapon to be covered by the LEOSA act.

Q. Personnel Board Hearings *and Arbitration Hearings*:

1. Department Member Appearing as a Grievant: Department members appearing before the City’s Personnel Board *or an arbitrator* as a grievant will appear in plainclothes following the provisions stated in General Order 04-04, Grooming and Personal Appearance. If in possession of their police powers, the officer may carry their weapon to the hearing but must secure the weapon in the Board’s lock box before the hearing.
2. Department Member Appearing as a Witness: As a witness on a Department related matter, police officers must wear a uniform or appropriate attire. Police officers will maintain possession of their firearms.

R. Department Review Board Hearings:

1. Sworn members shall appear in uniform or the appropriate plainclothes. Civilian members shall appear in proper business attire.

VII. FORMS

- A. ***PD-14, Training Request Form***
- B. PD-035, Use of Force ***Report*** Form
- C. ***PD-048, Qualification Score Sheet***
- D. PD-048A, Registration of Personal Weapons Form
- E. ***PD-048B, Agreement for Private Purchase of Patrol Rifle for Duty Use Form***
- F. ***PD-060, Patrol Rifle Inspection Form***
- G. PD-144B, Uniform and Equipment Condition Inspection Report
- H. Secondary/Off-Duty Weapon Qualification Report
- I. Shotgun Qualification Report