



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104			 
Directive: 02	Subject: Authorized Weapons: Training, Proficiency and Usage	Effective Date: 10/07/1999	
Order of: Maureen S. Rush, Superintendent of Police			Amended Date: 06/23/2021

I. Purpose

The purpose of this directive is to establish policy and guidelines regarding the training and proficiency standards required for sworn personnel to carry or use the issued/authorized weapons of this department.

II. Policy

It is the policy of the UPPD that only those officers who have been trained in the use of, and demonstrated proficiency in, department issued or approved weapons shall be authorized to carry those weapons while on and off duty. Further, any and all uses of these weapons shall be in accordance with departmental procedure as defined in Directive 1, "USE OF FORCE" and the laws of the Commonwealth of Pennsylvania.

III. Scope

This directive shall affect all sworn police officers.

IV. Definitions

- A. Firearm: An issued/authorized handgun or patrol rifle to be utilized in accordance with applicable department policies.
- B. Impact Weapon: An issued/authorized straight or collapsible baton to be utilized in accordance with applicable department policies.
- C. Oleoresin Capsicum (OC) Aerosol Subject Restraint (ASR): OC ASR is an issued/authorized self-defense spray device to be utilized in accordance with applicable department policies.
- D. Electronic Control Device (ECD): An authorized handheld device that uses battery-powered electric energy to disrupt voluntary control of muscles causing neuromuscular incapacitation.

V. Procedures

A. Department Issued/Authorized Weapons

1. A list of all department issued/authorized weapons and ammunition is contained at the end of this directive under "APPENDICES A and B".

Note: Special purpose weapons and ammunition issued to or utilized by the UPPD Emergency Response Team (ERT) shall be defined in the "UPPD ERT Manual" issued only to members of the ERT, or to other qualified officers as approved by the Superintendent of Police.

2. All departmental weapons (firearms, impact weapons, and OC canisters) will be reviewed, inspected and approved for use prior to their issuance to any sworn member of the department authorized to carry the weapon. The inspection relative to firearms shall be conducted by an armorer. The inspection of impact weapons and OC canisters will be conducted by an instructor certified in the instruction of the weapon being inspected. This inspection will be documented. Any weapon deemed to be non-operational or unsafe will not be issued and will be returned to the manufacturer for repair or replacement.
3. A record of each weapon approved by the department for official use shall be maintained.

B. Use of Force Training

All officers assigned to field duties or activities, including detectives and supervisors, shall successfully complete sections 1 through 3 below. Only those officers/supervisors who have successfully completed the approved basic Electronic Control Device (ECD) training shall be authorized to carry an ECD and will complete section 4.

1. A department approved defensive tactics training program on an annual basis (Elements of this training may include, but not be limited to, handcuffing, weapon retention, pressure point control techniques, joint locks, come-alongs, the resistance/control continuum, resistance/control reporting procedures, and the department's use of force policy);
2. Department firearms training, at least once annually. (Elements of this training may include, but not be limited to, low light firing, cold or inclement weather firing, decision making skills, multiple adversaries, simulation or role-playing scenarios, concealed carry training, proficiency testing, and the department's use of force policy); and
3. Training with authorized less lethal weapons, at least biennially, and prior to their issue or carry. (This shall apply to aerosol weapons, impact weapons, and any other weapons with which an officer is equipped or is authorized to carry, excluding an ECD.)
4. Electronic Control Device (ECD) training, at least once annually. All personnel initially authorized to carry an ECD must undergo recertification training annually via a certified UPPD ECD Instructor or other properly authorized and certified agency as approved by the Superintendent of Police. Any personnel who fail to undergo recertification training shall be prohibited from carrying an ECD until the recertification training is completed.

All proficiency training shall be conducted and monitored by a UPPD instructor certified in the instruction of each particular weapon. Further, all training and proficiency will be documented and a record maintained by the UPPD Training Officer.

C. Electronic Control Device (ECD)

The purpose of the ECD is to provide officers an effective control option and an alternative to using deadly force. An ECD uses battery-powered electric energy that can incapacitate a subject by temporarily disrupting voluntary control of muscles causing neuromuscular incapacitation.

1. Authorization

- a. Only officers/supervisors who have completed the prescribed course of instruction, including Crisis Intervention Training, are authorized to carry the device.
- b. Only department issued ECDs shall be carried by authorized personnel. The use of privately owned ECDs, or other related equipment is strictly prohibited.
- c. Department personnel shall not, in any way, alter or modify the ECD, holster or other related equipment.

2. Usage Criteria

- a. The UPPD affirms, supports and cherishes the concepts of freedom of thought, inquiry, speech and lawful assembly. The freedom to experiment, to present and examine alternative data and theories; the freedom to hear, express and debate various views; and the freedom to voice criticism of existing practices and values are fundamental rights that must be upheld and practiced in a free society. University of Pennsylvania Open Expression personnel (when present) shall be given full opportunity to mediate prior to police involvement.
- b. The ECD shall only be activated against persons who are violent, exhibiting active aggression, exhibiting threatening behavior, physically resisting arrest or actively resisting in a manner that is likely to result in injuries to the officer/supervisor or others.
- c. An ECD shall be activated after the subject has been given a warning and a reasonable opportunity to comply, and where milder uses of force could be reasonably judged as likely ineffective.

3. Usage Guidelines

- a. A warning shall be given to a person prior to activating the ECD unless to do so would place any other person at risk.
- b. Personnel should not intentionally simultaneously activate more than one (1) ECD against a person.

- c. Personnel may activate an ECD against an aggressive animal, but only if doing so will not unnecessarily jeopardize the safety of the officer or civilians present.
- d. Whenever an ECD is about to be used, it is the responsibility of the activating officer to make sure other officers on the scene understand that the ECD is being activated by announcing “TASER” several times before discharging.
- e. Personnel should not intentionally target sensitive areas (e.g. head, neck, genitalia, etc.) and should avoid aiming the weapon at a person’s chest in order to reduce the risk of cardiac arrest.
- f. When activating an ECD, personnel should use it for one (1) standard cycle (a standard cycle is five (5) seconds) and should evaluate the situation to determine if subsequent cycles are necessary and that the subject still poses a significant threat. Any subsequent activations should be independently justifiable and should be weighed against other force options. Repeated use (more than 3 cycles) of an ECD is PROHIBITED; exposure to multiple activations, continuous cycling, and exposure to the ECD longer than fifteen (15) seconds may increase the risk of death or serious injury.
- g. To minimize the number of cycles needed to overcome resistance and bring the subject under control, once it is announced that an ECD is being activated, all officers on scene should attempt to secure the subject after incapacitation by ECD power. All Officers on scene must also be prepared for an ECD to be ineffective and immediately transition to other force options if necessary.

Note: In determining the need for additional energy cycles, officers must be aware that an energized subject may not be able to respond to commands during or immediately following exposure.

- h. Drive Stun is a secondary function of an ECD. Personnel must be aware that using an ECD in Drive Stun is **Often Ineffective in Incapacitating** a subject; however, it may be used to effectively incapacitate a subject where at least one probe is attached to the subject’s body and the ECD contact will complete the circuit (i.e. provide the second electrical contact to a subject) creating neuromuscular incapacitation.
- i. The ECD **Shall Not** be used in the following manner:
 - 1) Against a suspect exhibiting passive resistance;
 - 2) Against an unarmed suspect attempting to elude capture by fleeing, who is wanted for a non-violent misdemeanor, summary, or traffic offense;
 - 3) For the dispersal of non-violent persons, disorderly crowds, or in situations where people are exercising their Constitutional Rights of free speech or assembly;
 - 4) At random or as a threat to gain compliance or information;

- 5) In any environment where an officer reasonably believes that a flammable, volatile, or explosive material is present, including but not limited to gasoline, natural gas, propane or alcohol based Oleoresin Capsicum (O.C.) spray;
- 6) In any environment with running or standing water where the inability to move may result in drowning;
- 7) Against any elderly/frail persons, young children, or any women who appear pregnant or where officers receive information that the women are or may be pregnant;
- 8) Against a subject when in an elevated position where a fall may cause substantial injury or death;
- 9) Against subject in physical control of a vehicle in motion to include automobiles, trucks, motorcycles, ATVs, bicycles and scooters;
- 10) On handcuffed persons unless necessary to prevent the individual from harming themselves or others from serious bodily injury;
- 11) Against a subject where officers receive information that the subject has any heart ailments, conditions or has a pacemaker.

4. Device Readiness

- a. The ECD shall be carried in an approved holster on the side of the body opposite the service handgun.
- b. The ECD shall be carried fully armed with the safety on in preparation for immediate use.
- c. The ECD shall be carried in **“Safe”** mode and switched to **“Fire”** mode only when being tested or deployed.
- d. The ECD’s energy level shall be checked and a spark test done prior to taking an ECD out on patrol. This is accomplished by powering the device on, and depressing the ARC Switch for 5 seconds. A visible spark between the electrodes at the front of the ECD will show the unit is functioning properly. Point the ECD in a safe direction prior to spark test. The unit should immediately be returned to **“SAFE”** mode.

NOTE: All spark tests shall take place in the designated area(s).

- e. The battery indicator on the Taser is visible on the central information display. This indicator in and of itself does not guarantee that the components of the Taser are performing properly.

- 1) When the display indicates less than twenty (20) percent remaining or appears otherwise inoperative, the unit should be taken out of service and returned to the Captain of Staff and Administrative Services, or designee
 - f. ECD units shall be stored securely at UPPD HQ while not in use. Spark tests shall only be conducted in the designated storage and testing area as determined by the Superintendent of Police or designee.
 - 1) ECD units must be signed out (if not assigned) and tested prior to being taken out on patrol; All personnel shall document the test and record the date/time on the sign out sheet. All ECD units must be returned to designated storage area upon conclusion of the officers/supervisors tour of duty. At no time will ECD units be taken home, unless specific authorization exists from the Superintendent of Police or designee.
 - 2) A minimum of one ECD shall be deployed on patrol for each shift. Shift supervisory personnel shall ensure that trained personnel deploy ECDs on every tour when possible.
5. Post-Deployment
- a. Following an ECD activation, officers should use a restraint that does not impair respiration.
 - b. All individuals who are exposed to an ECD activation shall be transported to a medical facility for treatment. If the prongs are attached to the skin of the individual, cut off the wires between the cartridge and the prongs, leaving a twelve (12)-inch lead, prior to transportation. The ECD prongs should be treated as a biohazard risk.
 - c. If not incapacitated, the officer/supervisor firing the device will prepare a separate incident report (UPPD-10) for the hospital case. The two (2) prongs should be retrieved from the hospital and placed inside cartridge holes and taped over with an attached note: "Prongs are included". The cartridge and prongs will be placed on a UPPD property receipt and submitted for safekeeping.
6. Reporting/Notifications
- a. Any officer/supervisor that activates an ECD either intentionally or accidentally toward a person (whether or not contact is made) shall notify PennComm and complete an Incident Report (UPPD-10) and Subject Management Report (UPPD-02).
 - 1) Accidental discharges (not deployed toward a person) will be reported via the chain of command and documented on an Incident Report (UPPD-10); Completion of the subject management report is not necessary.

- 2) Laser painting and/or arching must be documented Completion of a Subject Management Form (UPPD-02).
- b. A supervisor of the next highest rank will be dispatched to the scene of and shall conduct an initial review of the ECD activation.
- c. After medical treatment, the activating officer/ supervisor shall ensure that the ORS (PPD or UPPD) is notified that the suspect was exposed to an ECD activation. This information will be inserted into the Detainee Medical Checklist. In the event the activating officer/supervisor is incapacitated, the responding supervisor shall ensure the proper notification is made to the ORS and on the Detainee Medical Checklist. The UPPD ORS shall monitor suspects who have been exposed to an ECD activation every fifteen (15) minutes for any possible medical emergencies.
- d. After medical treatment, if an individual is exposed to an ECD activation and transported to a Crisis Response Center Hospital (CRC), the activating officer/supervisor shall notify a CRC supervisor that the individual was exposed to an ECD activation. The name of the supervisor and the time of notification will be inserted on the subject management report. In the event the activating officer/supervisor is incapacitated, the responding supervisor shall ensure the proper notification is made and the information is inserted into the subject management report.
- e. Any officer/supervisor that activates an ECD either intentionally or accidentally shall report the incident through the chain of command to be issued a replacement cartridge(s) and to download the ECD's data.

7. Investigations

- a. All subject management reports involving the activation of an ECD shall be reviewed by the UPPD Use of Force Board as outlined in Directive 1, "Use of Force".
 - 1) A Detective Unit Supervisor will be notified of any use of force incidents involving the use of an ECD.
 - 2) An on-duty supervisor will be contacted immediately and will be responsible for making a timely notification to the Superintendent of Police via the chain of command.
- b. The Use of Force Board shall forward their findings to the Superintendent of Police for review.
- c. An internal investigation shall be initiated by a designee of the Superintendent of Police when any of the following factors are involved:
 - 1) A person experiences death or serious bodily injury;

- 2) A person experiences prolonged ECD activation (longer than fifteen seconds);
 - 3) The ECD appears to have been used in a punitive or abusive manner;
 - 4) There appears to be a substantial deviation from training;
 - 5) A person in an at-risk category has been exposed to an ECD activation (i.e. elderly/frail persons, young children, or any women who appear pregnant or where officers receive information that the women are or may be pregnant);and
- d. Every ECD-Related force investigation initiated under Section c (1-6) above should include:
- 1) Date, time and location of incident;
 - 2) Whether the use of display, laser painting and/or arching where attempted to gain compliance of the subject;
 - 3) Identifying and descriptive information and investigative statements of the subject (including whether the subject was a an elderly/frail person, young child, or a woman who appeared pregnant or where officers received information that she was or may have been pregnant the time of the activation), all personnel firing ECDs, all witnesses, including the location of where all interviews (police and civilian) were taken;
 - 4) The type and brand of ECD used;
 - 5) The number of ECD activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications;
 - 6) Level of aggression encountered;
 - 7) Any weapons possessed by the subject;
 - 8) The type of crime/incident the subject was involved in;
 - 9) Determination of whether deadly force would have been justified;
 - 10) The type of clothing worn by the subject;
 - 11) The range at which the ECD was used;
 - 12) The type of mode used (probe or drive stun);
 - 13) The point of impact on the subject in probe mode;

- 14) The point of impact in drive stun mode;
- 15) Location of missed probes;
- 16) Collection of ECD cartridges, probes, data downloads, and CCTV and/or BWC video;
- 17) The type of cartridge used;
- 18) Terrain and weather conditions during ECD use;
- 19) Lighting conditions;
- 20) Suspicion that subject was under the influence of drugs or alcohol;
- 21) Medical care provided to the subject;
- 22) Any injuries incurred by personnel or the subject; and
- 23) Photographs (if available).
- 24) When reviewing downloaded ECD data, supervisors and investigators should be aware that the total time of discharge registered on the ECD may not reflect the actual duration of ECD activation on a subject.

e. Auditing

- 1) All Department ECDs will be subjected to periodic and random data downloading by the Deputy Chief of Tactical and Emergency Readiness or designee. The data obtained will be reconciled with existing subject management reports to ensure accountability between the cycles recorded and those documented in such reports and occurring in pre-shift testing.
- 2) Periodic and random audits shall be conducted to ensure all officers/supervisors who carry ECDs have attended initial and recertification training.

f. Lost or Stolen ECDs

- 1) Lost or stolen ECDs and/or cartridges shall be immediately reported on a memorandum (UPPD-28) via the chain of command, fully explaining the circumstance. An Incident Report (UPPD-10) shall be prepared and will be submitted with the memorandum, to the Superintendent of Police via the chain of command.
- 2) If it is determined that negligence has occurred, the officer/supervisor will be subject to disciplinary action and/or required to pay for its replacement.

g. Revocation of Certification/Privilege to Carry an ECD

- 1) The issuance and authority to carry an ECD is a privilege granted to specially trained officers/supervisors and is not to be construed as standard issued equipment. As such, the Department reserves the right to revoke this privilege. Any such revocation shall not be construed to prevent or limit the Department from invoking any disciplinary charges, penalties or other remedies available.

D. Oleoresin Capsicum (OC) Aerosol Subject Restraint (ASR)

The purpose of the OC ASR is to provide officers with a safe and effective control option. OC ASR's provide for the temporary incapacitation of subjects while providing a high degree of safety for both the officer and the subject.

1. Authorization

- a. Only officers who have completed the prescribed course of instruction on the use of OC are authorized to carry the device.
- b. Uniformed officers shall carry only departmentally authorized OC canisters in a manner that provides for the adequate security and retention of the ASR when not in use. Non-uniformed officers may carry an alternative OC spray (key chain style) canister as authorized by the department. The Lead OC Instructor shall maintain a list (by serial number) of OC canisters issued to UPPD officers.

2. Usage Criteria

- a. Trained personnel may employ OC spray in the following situations:
 - 1) To affect custody during a lawful arrest of a subject(s) who physically resists or threatens to physically resist by assuming an aggressive posture, and who does not comply with verbal requests.
 - 2) To defend oneself, another officer or citizen from attacks by a subject or animal.
- b. In the event an officer is personally threatened with an ASR, the officer may use that degree of force necessary to defend against the assault, based upon the totality of the circumstances.

3. Usage Guidelines

- a. Whenever possible, officers should be upwind from the suspect before using OC and should avoid entering the spray area.
- b. An officer should maintain a safe distance from the suspect of between three (3) and ten (10) feet.

- c. Two spray bursts of between one-half (1/2) and one (1) second should be directed at the suspect's eyes, nose and mouth. If the subject is wearing eyeglasses, officers may direct the spray bursts at the subject's forehead. Additional burst(s) may be used if the initial bursts prove ineffective.
- d. Use of OC should be avoided, if possible, under conditions where it may affect innocent bystanders or other police officers.

4. Effects of OC and Officer Response

- a. Within several seconds of being sprayed by OC, a suspect will normally display one or more of the following symptoms: temporary blindness, difficulty breathing, burning sensation in the throat, nausea, lung pain and/or impaired thought processes.
- b. After a subject has been exposed to OC, the officer should:
 - 1) give momentary pause before moving in to establish control, to ensure the OC spray has begun to produce the expected effect;
 - 2) penetrate the gap to establish control and handcuff;
 - 3) provide verbal directions and positive reinforcement to reassure the subject that the level of discomfort being experienced is only temporary, and will pass.
- c. The effects of OC vary among individuals. Officers should also be prepared to employ other means to control the suspect--to include, if necessary, other force options consistent with department policy--if the subject does not respond sufficiently to the spray and cannot otherwise be subdued.
- d. Immediately after spraying a suspect, officers shall be alert to any indications that the individual needs medical care. If the sprayed suspect shows signs of extreme distress, that appear to be life threatening, the officer shall immediately request notification of the Philadelphia Fire Department's (PFD) Rescue Unit.
- e. Suspects who have been sprayed shall be monitored for indications of medical problems while in police custody.

5. First Aid

- a. First aid will be administered to suspects exposed to OC spray. Air will normally begin reducing the effects of OC spray within fifteen (15) minutes of exposure. However, once the suspect has been restrained, and is under control, officers shall assist him/her as follows:
 - 1) face the suspect into the wind, if possible;

- 2) rinse the exposed area with copious amounts of cool water, if available; and
- b. After first aid has been administered at the scene, all suspects WILL be transported to the nearest hospital.
- c. Assistance shall also be offered to any individuals accidentally exposed to OC spray that feel the effects of the agent as outlined above. All such incidents shall be reported as soon as possible to the officer's immediate supervisor and shall be detailed in the officer's Incident Report (UPPD-10).

6. Replacement

- a. Officers shall maintain all OC spray devices in an operational and charged state. The request for replacement of damaged, inoperable or empty devices is the responsibility of officers to whom they are issued. Officers will request a replacement OC spray device from their supervisor, if necessary.
- b. OC spray canisters shall be replaced when the device is less than half-full, as determined by inspection by the Lead OC Instructor.
- c. OC canisters shall be inspected and weighed during OC training by the Lead OC Instructor. The Lead OC Instructor shall maintain a record of the inspections.
- d. Unexplained depletion of OC canisters shall require an investigation and written Interoffice Memorandum (UPPD-28) by the officer's supervisor. The (UPPD-28) will be forwarded through the chain of command to the Deputy Chief of Tactical and Emergency Readiness. The results with recommendations will be forwarded to the Superintendent of Police for review and evaluation.

E. Impact Weapons

The purpose of the impact weapon is to provide officers an effective control option when confronted by potentially violent subjects. Impact weapons provide for the incapacitation of subjects by creating a temporary motor dysfunction (cramping) of the impacted muscle group.

1. Authorization

- a. Trained personnel may employ impact weapons in the following situations:
 - 1) To effect custody during a lawful arrest of a subject who reacts or threatens to react aggressively or violently, and who does not comply with verbal requests.
 - 2) To defend oneself, another officer or citizen from attack by a subject or animal.
- b. Uniformed officers and plain clothes officers engaged in field activities, shall carry a departmentally authorized impact weapon while on duty.

2. Usage Guidelines

- a. The impact weapon will be carried in the approved carrier on the belt.
- b. Only an issued/authorized impact weapon may be carried.
- c. The head, neck, chest and groin are considered deadly force targets. Intentional striking of these targets should only be done when the use of deadly force is justified.

3. Usage Criteria

- a. The disabling areas for use of an impact weapon are: the fatty and muscular tissue of the upper arm between the elbow and shoulder; forearm between elbow and wrist, the upper leg area between knee and hip, and the calf area between knee and ankle.
- b. When resistance from a subject ceases, restraining tactics will be used and the use of the impact weapon will cease immediately.

F. Firearms

The purpose of the firearm is to provide officers an effective control option when faced with deadly force confrontations.

1. Authorization

- a. Only those firearms and ammunition that are issued/authorized by the department shall be carried while on or off duty. Issued/authorized firearms shall only be carried in the manner as described in this directive.
- b. All issued or authorized firearms (department and/or personally owned) will be registered with the department by make, model, caliber, barrel length, serial number and the identity of the owner or assignee. The Tactical Sergeant will ensure that an Issued Firearm Form (UPPD-31) is completed for each issued (department owned) service firearm and/or that a memorandum to carry a personally owned firearm is submitted. The signed form and/or memorandum will be forwarded to the Deputy Chief of Tactical and Emergency Readiness for approval. The form and/or memorandum will be filed as follows:
 - 1) The original "Issued Firearm Form" or memorandum will be filed in the officer's personnel file.
 - 2) A copy of the approved form/memorandum will be forwarded to the Deputy Chief of Tactical and Emergency Readiness.
 - 3) A second copy of the approved form/memorandum will be forwarded to the Tactical Sergeant.

- 4) A third copy of the approved form/memorandum will be forwarded to the officer.
- c. All firearms must be inspected and approved for use at least once annually (and prior to the initial issue) by a department Firearms Instructor or Armorer. Firearms deemed to be in need of repair or unsafe shall be removed from service by the Firearms Instructor. A replacement firearm shall be issued to the officer, and an "Issued Firearms Form" shall be completed. The original firearm will be returned to the officer upon repair.
- d. Officers shall fire a passing score with all issued/authorized firearms on the department approved qualification course at least once annually. This requirement applies to all firearms, including the primary duty firearm, off duty firearm, or any other firearm authorized or approved for law enforcement purposes.
- e. Firearms training and proficiency testing will be conducted by certified instructors and in accordance with this directive.
- f. Personnel are allowed to carry only one handgun while on duty; no "BACK UP" firearm is to be carried while on duty.

2. Usage Guidelines

- a. The use of a firearm is categorized as deadly force as described in Directive 1, "Use of Force." The use of a firearm must be in strict compliance with the deadly force sections of Directive 1.
- b. Handguns and Ammunition:
 - 1) ALL on-duty personnel carrying a semi-automatic pistol, are required to have a round **chambered at all times** along with the inserted magazine filled to capacity.
 - 2) On-duty uniformed personnel shall only carry authorized on-duty handguns and ammunition using the issued/approved holster and ammunition carriers. Uniformed personnel shall carry two (2) additional magazines loaded to full capacity in the authorized carrier on their duty belt or other authorized location, unless specifically authorized by the Superintendent of Police or designee.
 - 3) On-duty plainclothes and administrative personnel shall only carry authorized on-duty handguns and ammunition in a holster that provides safety and security comparable to the issued/approved uniform duty holster. Firearms carried by officers in civilian clothing (whether on or off duty) will be **concealed** from public view when outside of the UPPD Headquarters (HQ). Officers in civilian clothing (on and off duty) will also carry their official police identification card, MPOETC card and badge on their person at all times when wearing a firearm.
- c. The department issued firearm is also approved for off duty use and may be worn off duty without the officer having to submit any separate request.

- d. The Patrol Rifle and ammunition will only be carried by ERT personnel after authorization from the Deputy Chief of Tactical and Emergency Preparedness and approval of the Superintendent of Police or designee.

3. Usage Criteria

The use of a firearm is also authorized to:

- a. destroy an animal that represents a threat to public safety, or as a humanitarian measure where the animal is seriously injured; or
- b. be operated while on the firing range during firearms training.

G. PROHIBITED WEAPONS/USES

1. At no time shall an officer unnecessarily brandish or use any weapon as an intimidation device.
2. Weapons shall not be exhibited or displayed except when necessary for legitimate law enforcement purpose.
3. The carry or use of any non-approved weapon shall be strictly prohibited. Prohibited weapons include, but are not limited to, "sap gloves", "saps", "black jacks", "billy clubs", "brass knuckles", or "martial arts" weapons.
4. Officers may carry folding pocketknives. Knives are to be routinely utilized as utility tools, rather than as weapons.
5. Unless a tool, weapon or implement has been specifically authorized for use in this directive, its use is strictly forbidden.
6. The use of equipment or other objects not designed or designated as weapons, but used as such, requires extreme and urgent circumstances as defined in the "Last Resort" section of Directive 1. Such use will generally be treated as the use of deadly force.
7. No officer shall modify, alter, or change in any manner the issued/authorized tools, weapons or implements approved for carry under this directive without the specific permission of the Superintendent of Police or designee.
8. Specialized weapons, rifles and shotguns may only be carried by trained and authorized personnel. Personally owned specialized weapons shall not be carried by on-duty personnel, unless authorized by the Superintendent of Police or designee.

H. Reporting Requirements

Whenever an officer uses any issued/authorized weapon as a means of controlling resistive behavior, or uses any other object as a weapon pursuant to the “Last Resort” provisions of Directive 1, said use shall be reported in accordance with Directive 1.

I. Training and Qualification

1. The UPPD is committed to the belief that increased training enhances professionalism and decreases the likelihood of injury, to both the officer and the subject. Because of this commitment, appropriate training in the proper use of department issued/authorized weapons is considered mandatory as defined in this directive.
2. Continued proficiency in defensive tactics techniques and the use of issued/authorized weapons is recognized as a required job skill, necessary to continued employment as a police officer.
3. All sworn personnel authorized to carry **any** department issued or approved weapon, be it lethal or less-lethal, will receive training in the proper use of the particular weapon from a certified instructor. All sworn personnel **must** demonstrate proficiency in the use of the particular weapon. Departmental directives will be issued to all personnel relating to the proper use of each weapon, and the department’s use of force policy. All sworn personnel will be instructed in these policies, and specifically demonstrate proficient knowledge in the following:
 - a. using only the force necessary to accomplish lawful objectives,
 - b. the use of deadly force as described in Directive 1, “Use of Force”,
 - c. the department’s prohibition against the use of “warning shots”,
 - d. rendering aid after the use of lethal or less-lethal weapons as described in Directive 1.
4. Remedial Training Process
 - a. Officers who are unable to demonstrate an acceptable level of proficiency with any departmentally approved weapon, or in any departmentally required technique or tactic, may be required to attend additional training.
 - b. This training may be conducted off-site at an external training establishment, or on-site, by officers of the department’s training staff.
 - c. Officers will not be allowed to merely test and retest until they pass, but shall be retrained so as to assure that they have assimilated the knowledge, skills and abilities necessary to actually perform the task at question.
 - d. All remedial training will be fully documented in the officer’s training file.

5. Firearms Training and Qualification

- a. Officers will not be authorized to carry any firearm, whether on or off duty, until he/she has:
 - 1) been issued a copy of this directive, as well as Directive 1, "Use of Force";
 - 2) been trained on the contents of both directives;
 - 3) demonstrated proficient knowledge of both directives;
 - 4) shown a knowledge of safe handling procedures for use of a firearm; and
 - 5) qualified with that firearm, on a department-approved course, during the most recent qualification period. Officer must come with all required personal protective equipment-(i.e. eye and ear protection, cover (hat), long sleeve shirt and pants and body armor.)
- b. A police officer shall not be permitted to carry any firearm (on or off duty) with which he or she has failed to qualify during the most recent qualification period.
- c. A police officer who had taken extended leave or suffered an illness that could affect his or her ability to use firearms may be required by the UPPD to be re-certified before returning to duty. This includes any period during the Municipal Police Officers' Training Commission's In-Service training year.

6. Failure to Qualify with Duty Firearms

- a. Officers who fail to receive a passing score with their duty firearm on their scheduled date at the firing range will, in accordance with UPPD testing procedures, receive immediate instruction from Firearms Instructors for any obvious marksmanship or basic skill error. The officer will, at that time, be given the opportunity to fire the required qualification course again. A maximum of five attempts will be afforded to the officer on the initial scheduled training day.
- b. Officers who fail to achieve certification after five attempts on their initial scheduled training day shall have their authority to carry their firearm revoked and their issued firearm shall be surrendered to the Firearms Instructor. The Firearms Instructor shall immediately notify the Deputy Chief of Tactical and Emergency Readiness and provide the Superintendent of Police written notification of the officer's failure to re-certify.
- c. Officers whose authority to carry their firearm has been revoked shall be relieved from line duties by the Superintendent of Police and be assigned to non-uniform administrative duties for a period not to exceed ten (10) days. Within that ten-day period, the officer must report for remedial training and re-certification at the order of

the Firearms Instructor. At that time, the officer shall be afforded a maximum of five (5) opportunities to re-certify.

- d. Officers who fail to achieve certification, after attending remedial training, will immediately be placed on suspension without pay. Within three (3) days of the date of suspension, the officer will again be scheduled for remedial training and be given a maximum of five (5) opportunities to re-certify. If after ten (10) days on suspension the officer has still failed to achieve certification, the officer shall be terminated for failing to maintain standards.

J. Carrying of Off-Duty Handguns

1. Officers, while off duty, may carry a concealed firearm in accordance with Title 18, Section 6106, of the Crimes Code of Pennsylvania. One (1) Off –Duty firearm will be authorized.
2. Off-duty weapons must be approved by the Deputy Chief of Tactical and Emergency Readiness and are limited to those weapon types listed in **Appendix A**.
3. Firearms must pass safety and operational inspections by a department Firearms Instructor or Armorer.
4. Officers must demonstrate handling proficiency of the particular firearm prior to any approval or recommendation being sent to the Deputy Chief of Tactical and Emergency Readiness by the Tactical Sergeant as outlined under Sec. V.J.
5. To apply to carry an off-duty firearm, an officer must:
 - a. have a Firearms Instructor verify the serial number and nomenclature and indicate that the firearm meets the criteria of APPENDIX A of this directive;
 - b. have a minimum of two magazines for a semi-automatic pistol or two speed loaders for a revolver, and provide up to 120 rounds of approved ammunition, and qualify at the range; and
 - c. upon obtaining a passing score, prepare a memorandum to the Deputy Chief of Tactical and Emergency Readiness (through the chain of command) informing him/her of the personal firearm that the officer wishes to carry while off duty. The memorandum will include make, model, caliber, barrel length, and serial number of the firearm. The memorandum will be forwarded to the Firearms Instructor for recommendation of approval and distribution.
6. On approval of the Deputy Chief of Tactical and Emergency Readiness, the off-duty firearms request will be distributed as follows:
 - a. The original memo will be filed in the officer's personnel file.

- b. A copy of the approved memo will be forwarded to the Deputy Chief of Tactical and Emergency Readiness.
 - c. A second copy of the approved memo will be forwarded to the Lead Firearms Instructor.
 - d. A third copy of the approved memo will be forwarded to the officer.
7. Officers are prohibited from carrying a firearm off duty while under the influence of alcohol or medication (prescription or over the counter) bearing the recommendation that the user not operate a motor vehicle.
8. A holster must be worn whenever a department owned/issued firearm is carried off-duty. The holster must cover the trigger and trigger guard of the firearm, have a retention system that will retain the firearm during strenuous activity and be affixed to the officer.
- a. All Officers **MUST** carry their authorized personally owned firearms in a secure holster while off duty.

K. Safety and Security of Firearms

Officers are responsible for the safe and secure storage of firearms, whether in the workplace, or elsewhere.

1. In the workplace:

- a. **All** firearms must be carried **holstered** or carried in a secure container designed for the firearm.
 - 1) The holster must cover the trigger and trigger guard of the firearm, have a retention system and be affixed to the officer.
- b. Firearms should be safely handled at all times. General firearms safety guidelines should be followed at all times.
- c. Firearms should not be left unattended unless secured.
- d. Firearms placed in “gun boxes” located in the temporary holding facility should be secured by locking the gun box and taking the key.
- e. Firearms left in lockers may be left loaded, as long as the locker is properly secured with a lock.
- f. Firearms **will not** be secured in the officer’s personal automobile.
- g. Handling of firearms should be kept to a minimum. Situations where handling of firearms is permissible include:

- 1) Start and end of shift, while changing into or out of uniform, or during firearm inspections conducted by a supervisor.
 - 2) Maintenance by a departmentally approved firearms instructor or armorer.
 - 3) During training classes, under the direction of a departmentally approved trainer.
 - 4) Whenever necessary for a law enforcement related purpose, such as securing a firearm prior to entering a holding cell, etc.
 - 5) Cleaning in designated areas (the UPPD Armory or the firing range).
 - 6) Loading and unloading in designated areas.
2. In the home:
- a. Firearms should be safely handled. General firearms safety guidelines should be followed at all times.
 - b. Firearms left unattended in the home, or elsewhere, should be secured, so as to keep them away from children or other unauthorized persons.
 - 1) Department owned/issued firearms left unattended in the home **must** be secured in a manner so that they are not accessible to untrained or unauthorized persons.
 - c. It is recommended that trigger/slide locks and or a lockable safe be utilized to secure all firearms in the home. The firearm should be stored empty and separate from the ammunition.

L. Supervisor's Responsibilities

1. Officers will be inspected at daily roll call for compliance with the required issued or approved lethal and non-lethal weapons.
2. Shift Commanders/Supervisors shall ensure compliance with all of the provisions as outlined in this directive.
3. Shift Commanders will submit a monthly report on or before the 15th of each month outlining the conditions of respective shift equipment, to include firearms, ammunition, impact weapons, OC canisters, and leather gear.

M. Reclamation of Department Issued Firearms and Equipment

1. The University of Pennsylvania Police Department retains the right to reclaim any and all University owned and/or controlled property under the following circumstances:

- a. **Suspension**: Personnel who are to serve a suspension for any length of time are subject to have department issued firearms, identification cards (UPPD and MPOETC) and badges reclaimed.
 - 1) In serious situations where a Shift Commander deems it necessary to suspend an individual immediately prior to the exercise of the grievance procedures, issued firearms, identification cards and badge will be relinquished immediately upon request.
 - (i) Examples of those types of situations include, but are not limited to, suspected intoxication or drug use while on duty, probable cause of a felony or misdemeanor, assaults on supervisors and/or other officers.
 - b. **Extended Leave**: Personnel who are on leave of any type (i.e. administrative leave, family medical leave, IOD, off-duty injury, short or long term disability, military service, pregnancy, vacation, sick, or other undefined leave of absence, etc.) for a period of four (4) or more work weeks/ (28 days), are subject to have department issued firearms, identification cards and badges reclaimed.
 - c. **Resignation/Termination**: Upon resignation or termination, the Captain of Staff and Administrative Services will direct the affected employee's Shift Commander to collect the employees issued (boxed) firearm, including all magazines.
 - d. Failure to complete annual training and qualification requirements established by the Pennsylvania Municipal Police Officer's Education and Training Commission (MPOETC).
2. The reclamation of University owned and/or controlled firearms, identification cards, and badges shall be conducted as follows:
- a. All firearms and accessories turned over to the Shift Commander will be cleaned and boxed prior to surrender.
 - b. Reclaimed University owned/controlled property must be relinquished to the Captain of Staff and Administrative Services or Shift Commander prior to the end of the last paid tour of duty preceding the suspension, leave of absence, resignation or failure to maintain mandatory MPOETC requirements.
 - 1) A UPPD-111, Notice of Duty Restrictions/Reclamation of University Owned and/or Controlled Property Form, must be completed and submitted to the Captain of Staff and Administrative Services or designee at the time University property is reclaimed as defined under section V. M. 1. a. through d.
 - (i) The University of Pennsylvania Police Department retains the right to regulate the statutory powers and duties of UPPD personnel under above conditions as a result of their employment status.

- c. If possible, the firearm will be inspected for functionality by a UPPD Armorer at the time of surrender. If a UPPD Armorer is not available at the time that the firearm is surrendered, the firearm will be examined for functionality by a UPPD Armorer as soon as possible after being surrendered.
 - d. The Shift Commander or designee will place the affected employee's weapon in the UPPD Armory.
 - e. The Deputy Chief of Tactical and Emergency Readiness and Captain of Staff and Admin will be immediately notified by the Shift Commander who places the firearm in the UPPD Armory.
 - 1) All property placed in the armory must be accompanied by official UPPD documentation.
 - f. If the needs of the department are warranted; while the affected employee is away from the workplace, the surrendered firearm may be re-issued to another employee by the Tactical Sergeant. Should the affected employee return to active duty status with the department at a later date, the Tactical Sergeant will collect and re-issue his/her original firearm to the employee; and another firearm from departmental inventory will be utilized.
- 3. The UPPD Tactical Sergeant (or designee) will complete a monthly inventory of all firearms issued to department personnel; and all firearms that are stored (but not issued) within the UPPD Armory.
 - a. The Tactical Sergeant will forward the completed monthly inventory to the Deputy Chief of Tactical and Emergency Readiness.
 - 4. Upon the individual's return to duty from a temporary suspension or leave of absence, they will be re-issued the same firearm.

N. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

O. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

P. Application

This directive constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims

insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

Directive 2, "Authorized Weapons: Training, Proficiency and Usage"

Appendix A

Issued/Authorized Weapons and Ammunition

Department Issued Firearms

1. Glock Model 17, 9mm Semi-automatic pistol with a barrel length of 4.49 inches
2. Glock Model 17, MOS (ERT) 9mm Semi-automatic pistol with a barrel length of 4.49 inches
3. Glock Model 19, 9mm Semi-automatic pistol with a barrel length of 4.02 inches.
4. Glock Model 43 9mm Semi-automatic pistol with a barrel length of 3.41 inches.
5. Colt/FNH AR-15 semi-automatic patrol rifle with a barrel length 14.5" and 16"; 5.56/.223mm.

Department Issued Ammunition

1. Pistol: .9mm 147 grain Jacketed HP
2. Rifle: .223 REM 77 grain FMJ BTHP

Firearm Mounted Attachments

Lighting systems

All sworn personnel authorized to carry a department issued firearm have the option to mount one of the approved firearm mounted light systems to their firearm when authorized and trained by a Firearms Instructor with a 'low light qualification course'.

Authorized light systems for pistols

Surefire X300 Series

Streamlight TLR Series

Authorized light systems for patrol rifle

Surefire WM2

The use of a firearms mounted lasers on the issued sidearm are prohibited and NOT authorized for use by the UPPD.

Any other firearm(s) or ammunition utilized on-duty are subject to the prior approval of the Superintendent of Police.

Directive 2, “Authorized Weapons: Training, Proficiency and Usage”

Appendix B

Issued/Authorized Electronic Control Device (ECD) And Equipment

DEPARTMENT ISSUED ECDS

1. TASER X2, yellow in color
2. TASER 7, yellow in color

Department Issued Cartridges

1. TASER- Cartridge 25' Range XP Probes
2. TASER 7 Close Quarter

Department Issued/Authorized Holsters

1. Blade-Tech X2 or TASER 7 holster
2. Safariland TASER 7 holster

Directive 2, "Authorized Weapons: Training, Proficiency and Usage"

Appendix C

Firearms Range Rules

Adherence to the following rules must be met to ensure a safe training facility. Officers are required to sign a Range Rules and Safety waiver annual. These documents are maintained by the Tactical Supervisor. Failure to complete these tasks shall result in officer not being permitted to qualify at the approved listed ranges.

General Range Rules

I. Purpose

Basic rules for the operation of the Tactical Response Training Center (TRTC) ensure continuity in operations, and a facility that is always in good condition for the various users.

II. Policy

The procedures contained herein provide guidance, requirements, and detailed instructions for operation of the TRTC. Deviation from these written procedures and instructions is not authorized without prior written consent by the Director of Public Safety (DPS) or their designee.

The following rules and procedures will be observed by all users of the TRTC.

A. General Range Rules

1. Instructors will ensure all firearms entering the TRTC are either cleared and unloaded or securely holstered until cleared on the firing line. Loaded firearms will remain securely holstered at all times when in the classroom, conference room, cleaning room or rest room. All other loaded firearms are strictly prohibited from these locations. Instructors who choose to wear a loaded firearm are prohibited from utilizing that firearm for training or demonstration purposes in any location in the TRTC.
2. All firearms used for training or demonstration purposed will be cleared, checked, double checked and buddy checked. When practicable training firearms will be used for training and demonstrations.
3. Only authorized personnel are permitted in the TRTC. Dependents or guests of shooters are strictly prohibited without expressed permission from the DPS. Instructors shall be responsible to record all dependents and guests on the post training report as dependents or guests.
4. Know and obey all range commands immediately.

5. Know where others are at all times.
6. Shoot only at authorized targets.
7. Maintain the proper target position to ensure that the fired projectile, after passing through the target, hits the desired portion of the Total Containment Trap (TCT). This will reduce the possibility of ricochets and projectiles escaping the TRTC. It is strictly prohibited to shoot forward of the seven (7) yard line when using any of the alternate or ground techniques to include the prone position.
8. Only qualified and approved range officers shall serve on the range.
9. Range officer to shooter ratios will be strictly obeyed; no exceptions.
10. In the event of an emergency cease fire or the completion of a course of fire, unload, open the action, remove the magazine and ground and/or holster all firearms during the entire length of the cease fire. This does not preclude specific instructions from the Range Officers.
11. Do not handle any firearm or stand at the firing line where firearms are present while others are down range.
12. Always keep the muzzle pointed down range at the bullet trap. Never allow the muzzle to point in any direction whereby an inadvertent discharge would allow the escape of a projectile into an outer area.
13. Instructors that operate a hot range (allowing the shooters to remain loaded at all times during the training/qualification session) must ensure that all procedures to include the following are strictly adhered to:
 - a. When the participants involved in the training enter the range they will be instructed to safely load their firearms. It is the responsibility of the individual participant to safely remain loaded during the training/qualification exercise.
 - b. When the training/qualification is over all participants will be instructed to unload all firearms. All firearms leaving the range and entering the cleaning room will be unloaded.
 - c. During the training/qualification if an officer needs to leave the range for any reason (to include use of the rest rooms) a range instructor will ensure that their firearm is safe and unloaded.
14. Instructors that do not operate a hot range must ensure that when the training/qualification exercises if over participants leaving the range and entering the cleaning rooms have a safe and unloaded firearm.

B. Conduct

1. The Range Officers, regardless of rank, are solely responsible for the conduct of everyone at the TRTC. They have the authority and responsibility to enforce all policies and safety rules and regulations, including the removal of unit(s) and/or person(s) violating safety regulations or horseplay.
2. The TRTC is equipped with cameras which record all activity. There is no voice or sound recording devices in the TRTC.
3. Any Range Officer that removes a student from the range for horseplay, conduct, unsafe firearms handling or any other violations are required to provide the appropriate Department staff member with written documentation of the incident before leaving the TRTC at days end.

C. Storage of Firearms and Ammunition

1. If the appropriate storage space is available, law enforcement agencies may store firearms and ammunition for the duration of their scheduled training. It shall be the responsibility of that agency to provide an inventory of firearms and ammunition to the Department.
2. Storage of personally owned firearms or ammunition is expressly forbidden.
3. The storage of explosives and distraction devises at the Training Campus is prohibited. (Exception is the Montgomery County Bomb Disposal Unit)
4. Firearms stored on site will be held in a secure storage room. Access will be limited to members of the Department of Public Safety Law Enforcement Division or their designee.
5. Agencies wishing to store firearms or ammunition on site must have a written agreement in place and reviewed for renewal annually.
6. Agencies utilizing their own firearms storage safe will maintain their own Access codes and will not provide them to county staff.

D. Medical Support

1. The TRTC is equipped with an Automated External Defibrillator (AED). Both ranges are equipped with an advanced life support cart. At least one (1) person with first aid and CPR training must be on the firing line during all live fire evolutions.
2. In the event of a SERIOUS medical emergency at the TRTC the following procedure shall be followed:
 - a. Stop the evolution immediately by calling a cease fire and clear all firearms.

- b. Immediately notify Montgomery County Emergency Dispatch Service (EDS) and request an ambulance. EDS will notify members of the DPS Law Enforcement Division and Plymouth Township Police.
- c. Render first aid as required and assist medical personnel arriving on the scene.
- d. Clear all non-essential personnel from the area, taking names of all personnel present and identifying any witnesses to the incident.
- e. Keep a detailed log of events for any future report and/or investigation

General Range Safety

I. Purpose

Safety of all occupants of the Tactical Response Training Center (TRTC) is of the utmost importance, and this comprehensive safety plan is the cornerstone of the Department's commitment to that goal.

The primary purpose of the safety plan is to ensure the health and safety of those individuals who instruct or train at the TRTC.

II. Policy

The procedures contained herein provide guidance, requirements, and detailed instructions for operation of the TRTC. Deviation from these written procedures and instructions is not authorized without prior written consent by the Director of Public Safety (DPS) or their designee.

The following procedures shall be followed at all times in order to ensure the highest level of safety for occupants of the TRTC.

A. Inspection Procedures

1. It is required that the Lead Firearms Instructor and/or Range Officers shall walk the range and look for any safety concerns, directions of fire or any obstacles that may interfere with a safe training environment. Any questions or problems arising from this inspection shall be brought to the attention of the appropriate Department staff member prior to use of the range. The following areas should be considered when conducting the inspection:
 - a. Range target systems;
 - b. Direction or angle of fire in relation to the impact area;
 - c. Floor inspection for prone or other ground training techniques that can be safely used on the range,

- 1) Please take distance and angles of fire into consideration when using any of the alternate or ground techniques.
- 2) No bullet should exceed or go higher in the impact area than two thirds of the overall height;
- 3) It is strictly prohibited to shoot forward of the seven (7) yard line when using any of the alternate or ground techniques to include the prone position;
- d. Establish communication for emergency and range operations. Check cell phone signal, know phone numbers for Department staff and key personal;
- e. Check target operation;
- f. Check targets and supplies, and;
- g. Inspect barricades, props, and alternate target stands for serviceability.

B. Personal Safety

1. All participants are required to fill out and sign the Firearms Safety Rules and General Release & Indemnification Agreement prior to using the range.
2. Eye protection is required for all personnel in the vicinity of the firing line, regardless of the type of firearm being used.
 - a. All eye protection shall be wrap around, polycarbonate safety glasses.
 - b. Prescription glasses are authorized so long as they are shatter proof and used in conjunction with side panels.
 - c. Exceptions for night vision training must be approved by the appropriate Department staff member.
3. All personnel are required to wear ear protection. Double ear protection is recommended when more than one shooter is firing.
4. All firearms will be functioned checked and the barrel inspected for obstructions. Additionally all firearms shall be checked for clean and proper lubrication, indicating they are at peak operational readiness.
5. All holsters and belts will be inspected for security operational readiness.
6. All personnel will wear a brimmed hat in the forward position unless working with night optics, scopes or other approved head gear.
7. Approved shooting gloves are authorized.

8. All firearms shall have a safe and appropriate holster.
9. Appropriate range clothing is required. No shorts, open toe shoes of any kind or sleeveless shirts. Pants that allow for tactical movement are suggested.
10. Eating and Drinking is prohibited in the TRTC due to potential lead contamination. Training with Camel Backs is exempt.
11. Use of all tobacco products to include chewing tobacco is prohibited in the TRTC
12. An officer who is pregnant, or thinks that she is pregnant, should refrain from shooting due to potential lead contamination, and other avoidable health risks.
13. Wearing of ballistic garments is per the department's policy.

C. Gun Handling Rules

During the instruction of, or assistance with, a firearms program, the safe and disciplined operation of the range is the responsibility of the Range Officer. Discipline is a part of safety and should be emphasized from the moment a group enters the range. All individuals should read, sign and comply with the Firearms Safety Rules form. This list does not preclude the use of other recognized safety initiatives.