

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 700 OPERATIONAL SECURITY</p>	<p>OPR: OPS</p>
	<p>DEPARTMENT ORDER: 716 <b>ARMORY PROCEDURES</b></p>	<p>SUPERSEDES: DO 716 (04/06/05)</p>
	<p>EFFECTIVE DATE: AUGUST 21, 2009</p>	<p>REPLACEMENT PAGE EFFECTIVE DATE: APRIL 15, 2011</p>

## TABLE OF CONTENTS

<b>PURPOSE</b>		
<b>APPLICABILITY</b>		
<b>PROCEDURES</b>		<b>PAGE</b>
716.01	<b>ARMORY STAFF AND SECURITY .....</b>	<b>1</b>
716.02	<b>REGULAR USE/SPECIALITY WEAPONS.....</b>	<b>2</b>
716.03	<b>FIREARMS/CHEMICAL AGENTS - STORAGE, INVENTORY AND REPAIR .....</b>	<b>3</b>
716.04	<b>FIREARMS/CHEMICAL AGENT CHECK OUT/RETURN AND EXCHANGE .....</b>	<b>4</b>
716.05	<b>SECURITY OPERATIONS ADMINISTRATOR.....</b>	<b>5</b>
	<b>IMPLEMENTATION .....</b>	<b>5</b>
	<b>DEFINITIONS .....</b>	<b>6</b>
	<b><i>RESTRICTED</i></b>	
716.06	<b><i>DART - WEAPONS, MUNITIONS AND EQUIPMENT .....</i></b>	<b><i>7</i></b>
716.07	<b><i>CELL EXTRACTION - WEAPONS, MUNITIONS AND EQUIPMENT.....</i></b>	<b><i>8</i></b>

## PURPOSE

This Department Order establishes the procedures used by Department certified armorers to ensure that Department firearms, munitions and chemical agents are maintained, repaired and stored in a safe and secure manner.

## APPLICABILITY

Parole Officers shall be responsible for the care, maintenance and cleaning of Department issued firearms in accordance with Department Order #510, Firearms Qualifications/Firearms Instructors Certification. Parole Officers shall be exempt from having their assigned firearms and ammunition inspected yearly by the armorers and from the requirement to have firearms and ammunition exchanged on a monthly basis. Parole Officers shall comply with the service requirements of the assigned firearms as outlined in Department Order #1003, Community Corrections.

## PROCEDURES

### 716.01 ARMORY STAFF AND SECURITY

- 1.1 Wardens or Deputy Wardens shall:
  - 1.1.1 Appoint an armorer.
  - 1.1.2 Ensure that all armorers successfully complete a Department approved basic armorer training course of at least 40 hours.
  - 1.1.3 Appoint and train secondary armory staff, who has successfully completed a Department approved basic armorer training course. For institutions with a satellite unit, the secondary armorer shall be responsible for all armorer duties outlined in this Department Order.
- 1.2 Only the following personnel are authorized to enter the armory without written permission from the Complex Warden:
  - 1.2.1 Warden.
  - 1.2.2 Deputy Warden of Operations.
  - 1.2.3 Complex Major.
  - 1.2.4 On-duty Shift Commander.
  - 1.2.5 Armorer and/or Secondary Armorer.
  - 1.2.6 Security Operations Administrator.
  - 1.2.7 Director, Division Directors and Regional Operations Directors.
  - 1.2.8 Complex Occupational Safety Consultant and Physical Plant Director to conduct inspections.
- 1.3 The Complex Major shall provide a list of staff authorized to enter the armory to the armorer who shall:

- 1.3.1 Maintain the security, safety and sanitation of the armory, and ensure the armory is used only for weapons and ammunition storage.
  - 1.3.2 Ensure that fire extinguishers of the proper type and capacity are in place and are fully charged and in compliance with all of the provisions of Department Order #404, Fire, Safety, and Loss Control.
  - 1.3.3 Ensure that only authorized persons are permitted entry into the armory.
  - 1.3.4 Ensure all staff entering and exiting the armory are logged in and out on the Correctional Service Journal during normal business hours and the Complex Control journal after normal business hours.
  - 1.3.5 Maintain armory equipment in a state of readiness at all times.
  - 1.3.6 Maintain all logs, inventories, MSDS sheets and inspections of all armory equipment.
- 1.4 Security Seals
- 1.4.1 Security seals shall be used on all armory doors as outlined in this Department Order.
  - 1.4.2 Security seals shall never be used for accountability of weapons.
  - 1.4.3 When a security seal is broken for any reason, the Control Room officer shall:
    - 1.4.3.1 Conduct a complete inventory of the Armory.
    - 1.4.3.2 Complete an Information Report as outlined in Department Order #105, Information Reporting.
    - 1.4.3.3 Submit the Information Report and the completed inventory to the Complex Major.
  - 1.4.4 Inventory - The Complex Armorer shall break the security seal and conduct a complete inventory of the armory at least once a week. The Armorer shall be accompanied by a supervisor during these weekly audits who shall verify the inventory. The Complex Major shall accompany the Complex Armorer for the inventory at least once a month.

## **716.02 REGULAR USE/SPECIALITY WEAPONS**

- 1.1 Regular Weapons
  - 1.1.1 The Complex Major shall identify the appropriate number of regular weapons to be stored in the Main Control Room.
  - 1.1.2 Weapons shall be stored in plain sight and shall not be locked in any cabinet.
  - 1.1.3 The assigned Control Room Officer shall inventory weapons at the beginning and ending of each shift and enter the inventory into the post correctional journal. Inventory entries shall be made as follows: Beginning weapon inventory 20 Glocks and 4 shotguns accounted for.
  - 1.1.4 The Complex Armorer shall ensure an accurate inventory for all regular use weapons is maintained in the Main Control Room.

1.2 Specialty Weapons

- 1.2.1 The Complex Major shall ensure the door to the main armory remains secured at all times and a security seal is in place on the door.
- 1.2.2 The assigned Main Control Room officer shall enter the security seal number and the number from the previous shift in the correctional journal. Entries shall be made as follows: Begin shift 0600 hours with security seal #1234 on armory door; matches previous shift end. End shift 1400 hours with security seal #1234 in place on Armory door. (In the event a security seal is broken see 716.01, 1.4.)
- 1.2.3 Specialty weapons shall be stored in plain sight and not secured in any cabinet inside the armory.

**716.03 FIREARMS/CHEMICAL AGENTS - STORAGE, INVENTORY AND REPAIR** - The armorer(s) shall:

- 1.1 Establish and maintain a system of checks and standards to ensure that firearms are maintained and in functional condition.
- 1.2 Conduct regular monthly scheduled maintenance and safety inspections of all firearms to include a wipe down and cleaning, inspecting for unauthorized alterations, and lubricating as necessary.
- 1.3 Inspect firearms, using the Firearms Serviceability Checklist, Form 716-2, and manufacturer and owner manuals, to ensure that they have not been altered in any way that may cause the firearm to be unsafe prior to issuing the weapon for use.
  - 1.3.1 Any discrepancies found during the inspection shall be noted on the Firearms Serviceability Checklist.
  - 1.3.2 The inspection shall be documented on the Firearms Serviceability Inventory, Form 716-5.
- 1.4 Ensure that Department owned firearms are not altered from factory configurations by any person without written authorization from the Director.
  - 1.4.1 Employees other than the assigned armorer shall not repair, adjust, alter or work on Department owned firearms.
  - 1.4.2 **Only** Certified Firearms Instructors may adjust weapon sights during firearms qualification activities.
- 1.5 Remove any malfunctioning or defective firearm or equipment from service and ensure that repairs are completed.
  - 1.5.1 Any firearm that requires repair or is in any way unsafe shall not be issued.
  - 1.5.2 Firearms that require major repairs or adjustments shall be returned to the factory for warranty service or repair at the Department's expense.
  - 1.5.3 The armorer shall note on the master inventory the date any weapons is sent out for repair and track this information until the weapon is returned.
- 1.6 Inspect and test-fire all new and repaired firearms prior to placing them in service.

- 1.7 Ensure all permanently issued weapons are inspected yearly, and documented on the Firearms Serviceability Inventory.
- 1.8 Clean and maintain all firearms and equipment assigned to the armory, including those stored at remote locations, such as DART, at least monthly.
- 1.9 Ensure that all damaged or malfunctioning ammunition is removed from stock, labeled and properly secured pending disposition as authorized by the Warden or Deputy Warden, and as specified by the manufacturer. The appropriate vender shall be notified of each malfunction through the purchasing Unit.
- 1.10 Store all chemical firearms and agents in a separate, safe and secure location within the armory.
- 1.11 Complete an accurate inventory of all assigned firearms, operational ammunition, chemical agents and other equipment weekly using the Weekly Armory Inventory, form 716-3.
  - 1.11.1 Ammunition shall be stored by type.
  - 1.11.2 Ammunition shall be rotated for use in training prior to being outdated.
  - 1.11.3 Training ammunition shall be inventoried daily.
    - 1.11.3.1 Whenever the ammunition locker security seal is broken by persons other than the armorer, the ammunition shall be inventoried and documented on a Weekly Armory Inventory form prior to resealing the locker. The person conducting the inventory shall print and sign their name on the form and complete an Information Report. The Information Report shall be forwarded to the Complex Major and Complex Armorer for tracking.
    - 1.11.3.2 The armorer at COTA shall conduct weekly ammunition inventories.
  - 1.11.4 Reserve/Back-up Inventory ammunition shall be inventoried weekly or whenever the security seal is broken on the ammunition locker, if applicable.
- 1.12 Submit a monthly report to the Complex Major which identifies:
  - 1.12.1 Firearms that have been inspected in accordance with section 716.03, 1.3 through 1.3.2.
  - 1.12.2 Malfunctioning or disabled firearms.
  - 1.12.3 Repairs that have been completed on firearms.
  - 1.12.4 Results of the monthly inventory.
  - 1.12.5 Any changes to weapon inventories and/or ammunition.
  - 1.12.6 Weapons that have been sent to the manufacturer for repair.

#### **716.04 FIREARMS/CHEMICAL AGENTS - CHECK OUT/RETURN AND EXCHANGE**

- 1.1 All firearms and equipment issued from the armory shall be logged on an Equipment Issue/Return Log, Form 716-1.

- 1.1.1 Armory equipment shall be issued only to authorized personnel presenting proper Department identification.
- 1.1.2 Firearms and ammunition shall be issued only to authorized personnel presenting proper Department identification and a current Firearms Qualification Card, Form 510-2.
- 1.2 Armorsers and designated trained staff assigned to issue weapons shall:
  - 1.2.1 Conduct a safety check of each firearm when it is returned from duty and document the inspection on the Daily Firearm Check-In Safety List, Form 716-4.
  - 1.2.2 Exchange all firearms and ammunition assigned to 24-hour posts each month.
  - 1.2.3 Immediately inspect and, if necessary, replace any firearm or ammunition reported to be damaged or malfunctioning, as outlined in 716.03, 1.3 through 1.3.2.
- 1.3 All Armory maintenance records shall be filed in the Armory in compliance with the Department's record retention schedule.
- 1.4 All chemical agents including individual handheld aerosol chemical agents shall be issued from the Institutional Armory and logged on the Equipment/Issue Return Log, Form 716-1. Staff shall:
  - 1.4.1 Return outdated and/or unsafe chemical agents to the Armory for an exchange.
  - 1.4.2 Return all individual issued chemical agents to the armorer upon ending their assignment at the Institution.

**716.05 SECURITY OPERATIONS ADMINISTRATOR** - The Security Operations Administrator is responsible for the oversight and supervision of all Department armories and shall maintain a comprehensive database listing all weapons assigned to the Department.

- 1.1 Conduct annual inventories of armories for each of the Department institutions.
- 1.2 Develop a system by which Complex Majors will travel to a different armory and conduct a comprehensive inventory of that armory at least once per quarter and report their findings to:
  - 1.2.1 The Complex Warden.
  - 1.2.2 Affected Regional Operations Director. The Regional Operations Director shall provide a comprehensive action plan to address any deficiencies found to the Division Director for Offender Operations within 10 days.

**716.06 DART - WEAPONS, MUNITIONS AND EQUIPMENT - RESTRICTED**

**716.07 CELL EXTRACTION - WEAPONS, MUNITIONS AND EQUIPMENT - RESTRICTED**

## IMPLEMENTATION

The Division Director for Support Services shall maintain a training program and curriculum for armorer certification as part of the Training Technical Manual. Wardens and Deputy Wardens shall maintain Institution Orders and Post Orders that address, at a minimum:

- Detailed procedures and guidelines for armorers and armory operations.
- Privately owned firearms, ammunition and other weapons.
- Armory security including authorized access.

## DEFINITIONS

### AMMUNITION INVENTORIES

- Operational Inventory - Service ammunition and chemical agents that are used or issued during the daily operations of each armory and may be inventoried accurately in a minimum amount of time.
- Training Inventory - Bulk ammunition, reloads and/or wadcutters used for training or re-qualification.
- Reserve/Back up Inventory - Service ammunition in a greater quantity than required for daily operations. Reserve ammunition shall be kept in locked storage and secured with a numbered security seal.

**ARMORER** - A designated staff member who maintains the operation of the armory and makes authorized repairs to Department firearms within the parameters of their current certification and Department specifications.

**ARMORY** - A specific location that is:

- Designed to provide secure storage for firearms, ammunition and related equipment.
- Equipped for maintaining and making authorized repairs to Department firearms.

**FACTORY SPECIFICATIONS** - Guidelines not less than minimum standards set by individual firearms manufacturers.

**MAJOR REPAIRS** - Any repair beyond the Armorers current certification or Department specifications.

**SECONDARY ARMORY STAFF** - Designated staff members who, under supervision of the armorer, are trained to issue/receive firearms, perform basic safety and function checks, and conduct routine cleaning of Department firearms.

**WEAPONS** - Weapons are defined in two categories:

- Regular Weapons - Weapons used on a daily basis by transportation and/or perimeter staff.
- Specialty Weapons - Weapons kept secured in the Armory.

{Original Signature on File}

---

Charles L. Ryan  
Director

### FORMS LIST

716-1, Equipment Issue/Return Log  
716-2, Firearms Serviceability Checklist  
716-3, Weekly Armory Inventory  
716-4, Daily Firearm Check-in Safety List  
716-5, Firearms Serviceability Inventory