

CHAPTER: 700

Operational Security

DEPARTMENT ORDER:

716 – Armory Procedures

OFFICE OF PRIMARY  
RESPONSIBILITY:

OPS

Effective Date:

September 21, 2019

Amendment:

September 4, 2021

Supersedes:

DO 716 (8/21/09)

Scheduled Review Date:

April 1, 2022

ACCESS

**Contains Restricted Section(s)**

# Arizona Department of Corrections Rehabilitation and Reentry



Department Order Manual

A handwritten signature in black ink, appearing to be "David Shinn", written over a horizontal line.

David Shinn, Director

## TABLE OF CONTENTS

<b>EXPECTED PRACTICES</b> .....	<b>1</b>
<b>PURPOSE</b> .....	<b>1</b>
<b>APPLICABILITY</b> .....	<b>1</b>
<b>RESPONSIBILITY</b> .....	<b>1</b>
<b>PROCEDURES</b> .....	<b>1</b>
<b>1.0 ARMORY STAFF AND SECURITY</b> .....	<b>1</b>
<b>2.0 REGULAR USE/SPECIALTY WEAPONS</b> .....	<b>3</b>
<b>3.0 FIREARMS/CHEMICAL AGENTS</b> .....	<b>4</b>
<b>4.0 FIREARMS/CHEMICAL AGENTS</b> .....	<b>6</b>
<b>5.0 COMMUNITY CORRECTIONS AND REENTRY WEAPONS STORAGE AND INVENTORY</b> .....	<b>6</b>
<b>6.0 DART – WEAPONS, MUNITIONS AND EQUIPMENT – RESTRICTED</b> .....	<b>8</b>
<b>7.0 CELL EXTRACTION – WEAPONS, MUNITIONS AND EQUIPMENT – RESTRICTED</b> .....	<b>8</b>
<b>IMPLEMENTATION</b> .....	<b>8</b>
<b>DEFINITIONS/GLOSSARY</b> .....	<b>8</b>
<b>FORMS LIST</b> .....	<b>8</b>

## **EXPECTED PRACTICES** *[Revision – September 4, 2021]*

American Correctional Association (ACA) Expected Practices: 5-ACI-2G-03, 5-ACI-3A-29, and 5-ACI-3A-30

## **PURPOSE**

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

## **APPLICABILITY**

This Department is applicable to Department employees and private prison contractors.

## **RESPONSIBILITY**

The Security Operations Administrator is responsible for the oversight and supervision of all Department armories. The Security Operations Administrator shall maintain a comprehensive database listing all weapons assigned to the Department; and ensure bi-annual inventories are conducted as follows:

- Security Operations shall complete a bi-annual weapons audit of the Inspector General Bureau, Community Corrections and Reentry, and the Central Office Communications Center.
- A Security Operations designee and/or Complex Majors from different institution(s) shall conduct bi-annual weapons audits.

## **PROCEDURES**

### **1.0 ARMORY STAFF AND SECURITY**

1.1 The Warden or Deputy Warden shall:

1.1.1 Appoint an Armorer.

1.1.2 Ensure all Armorer successfully complete a Department approved Basic Armorer Training course of at least 40 hours.

1.1.3 Appoint and train secondary armory staff members who have 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 shall be authorized to enter the armory without written permission from the Complex Warden:

1.2.1 Armorer and/or Secondary Armorer

1.2.2 Deputy Warden of Operations

1.2.3 Complex Major and On-Duty Shift Commander

1.2.4 Security Operations Administrator, Security Operations Officer, and Special Operations & Tactics Coordinator

- 1.2.5 Director, Deputy Directors, the Assistant Director for Prison Operations, and Regional Operations Directors
- 1.2.6 Complex Occupational Safety Consultant and Physical Plant Manager/Administrator 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 fully charged fire extinguishers of the proper type and capacity are in place and in compliance with Department Order #404, Fire, Safety, and Loss Prevention.
  - 1.3.3 Ensure only authorized persons are permitted entry into the armory.
  - 1.3.4 Maintain armory equipment in a state of readiness at all times.
  - 1.3.5 Maintain all logs, inventories, Safety Data Sheets and inspections of all armory equipment.
  - 1.3.6 Ensure all staff entering and exiting the armory log in and out on the Correctional Service Log, Form, 105-3, during normal business hours and the Complex Control journal after normal business hours.
  - 1.3.7 Ensure key sets used to access the armory are not taken outside of the immediate area.
- 1.4 The Complex Major shall establish processes to reduce armory ingress/egress for weapons and equipment issuance or return (i.e., use of a pass-through window or established weapons portal).
- 1.5 Security Seals – Security seals shall be used on all armory doors as outlined in this Department Order.
  - 1.5.1 Security seals shall never be used for accountability of weapons.
  - 1.5.2 When a security seal is broken for any reason, the Control Room Officer shall:
    - 1.5.2.1 Conduct a complete inventory of the armory.
    - 1.5.2.2 Complete an Information Report, Form 105-2, as outlined in Department Order #105, Information Reporting.
    - 1.5.2.3 Submit the Information Report and the completed inventory to the Complex Major.
- 1.6 Inventories
  - 1.6.1 The 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 Captain during these weekly audits who shall verify the inventory. *[Revision – September 4, 2021]*

- 1.6.2 The Complex Major shall accompany the Armorer for the inventory at least once a month.
- 1.6.3 All armory inventories shall be completed utilizing the latest Arizona Financial Information System (AFIS) inventory. All parties involved in the inventory process shall legibly print their name, sign and date the last page of the AFIS inventory document and affirm if all the assigned items have been accounted for.
- 1.6.4 Comprehensive inventory reports shall be provided to the Complex Warden and affected Regional Operations Director. Any discrepancies shall be addressed in a comprehensive action plan and submitted to the Assistant Director for Prison Operations within 10 workdays.

## 2.0 REGULAR USE/SPECIALTY WEAPONS

### 2.1 Regular Weapons

- 2.1.1 The Complex Major shall identify the appropriate number of regular weapons to be stored in the Main Control Room.
- 2.1.2 Weapons shall be stored in plain sight and shall not be locked in any cabinet.
- 2.1.3 The assigned Control Room Officer shall inventory weapons at the beginning and ending of each shift and enter the inventory into the post Correctional Service Log. Inventory entries shall be made as follows: Beginning weapon inventory 20 Glocks and 4 shotguns accounted for.
- 2.1.4 The Armorer shall ensure an accurate inventory for all regular use weapons are maintained in the Main Control Room.

### 2.2 Specialty Weapons {5-ACI-2G-03} [Revision – September 4, 2021]

- 2.2.1 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.
- 2.2.2 Specialty weapons, such as a sniper rifle, shall be stored in plain sight and not secured in any cabinet inside the armory.
  - 2.2.2.1 Specialty weapons may be secured in a clear glass or expanded metal door with a valid security seal.
- 2.2.3 The assigned Main Control Room officer shall enter the security seal number and the number from the previous shift in the Correctional Service Log. 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. If a security seal is broken, inventory and report completion shall be in accordance with 1.5.2 through 1.5.2.3.
- 2.2.4 Conducted Electrical Weapons (CEW), such as the TASER, and Pepper Ball launchers shall have its own service file that details the monthly inspection. Monthly inspections shall be documented on the Firearms Serviceability Checklist, Form 716-2.

2.2.4.1 Pepper Ball launchers shall be fired monthly to measure the projectile muzzle velocity. A chronograph shall be utilized to determine the average muzzle velocity.

2.2.4.1.1 The acceptable projectile muzzle velocity shall be between the range of 300 and 350 Feet Per Second.

2.2.4.2 Data from CEW devices shall be downloaded and reviewed monthly to ensure the internal software is current and no unauthorized deployments have taken place. Deployment records shall be forwarded to the Complex Chief of Security, accompanied by an Information Report detailing any suspected deployment discrepancies.

2.2.5 All areas where CEWs are stored shall maintain a list of staff members who are certified on their use.

**3.0 FIREARMS/CHEMICAL AGENTS – STORAGE, INVENTORY AND REPAIR** – The Armorer(s) shall:  
{5-ACI-2G-03} {5-ACI-3A-29} [*Revision – September 4, 2021*]

3.1 Establish and maintain a system of checks and standards to ensure firearms are maintained and in functional condition.

3.2 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.

3.3 Inspect firearms, using the Firearms Serviceability Checklist 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.

3.3.1 Any discrepancies found during the inspection shall be noted on the Firearms Serviceability Checklist.

3.3.2 The inspection shall be documented on the Firearms Serviceability Inventory, Form 716-5.

3.4 Ensure Department-owned firearms are not altered from factory configurations by any person without written authorization from the Director.

3.4.1 Employees other than the assigned Armorer shall not repair, adjust, alter or work on Department owned firearms.

3.4.2 Only Certified Firearms Instructors may adjust weapon sights during firearms qualification activities.

3.5 Remove any malfunctioning or defective firearm or equipment from service and ensure repairs are completed.

3.5.1 Any firearm that requires repair or is in any way unsafe shall not be issued.

3.5.2 Firearms that require major repairs or adjustments shall be returned to the factory for warranty service or repair at the Department's expense.

- 3.5.3 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.
- 3.6 Inspect and test-fire all new and repaired firearms prior to placing them in service.
- 3.7 Ensure all permanently issued weapons are inspected yearly, and documented on the Firearms Serviceability Inventory.
- 3.8 Clean and maintain all firearms and equipment assigned to the armory, including those stored at remote locations, such as Designated Armed Response Teams (DART), at least monthly.
- 3.9 Ensure 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.
- 3.10 Store all chemical firearms and agents in a separate, safe and secure location within the armory.
- 3.11 Complete an accurate inventory of all assigned firearms, operational ammunition, chemical agents and other equipment weekly using the Weekly Armory Inventory, Form 716-3.
  - 3.11.1 Ammunition shall be stored by type.
  - 3.11.2 Ammunition shall be rotated for use in training prior to being outdated.
  - 3.11.3 Training ammunition shall be inventoried daily.
    - 3.11.3.1 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 Armorer for tracking.
    - 3.11.3.2 The Armorer at Correctional Officers Training Academy (COTA) shall conduct weekly ammunition inventories.
  - 3.11.4 Reserve/Back-up Inventory ammunition shall be inventoried weekly or whenever the security seal is broken on the ammunition locker, if applicable.
- 3.12 Submit a monthly report to the Complex Major which identifies:
  - 3.12.1 Firearms that have been inspected as outlined in 3.3 through 3.3.2 of this section.
  - 3.12.2 Malfunctioning or disabled firearms.
  - 3.12.3 Repairs that have been completed on firearms.
  - 3.12.4 Results of the monthly inventory.
  - 3.12.5 Any changes to weapon inventories and/or ammunition.
  - 3.12.6 Weapons that have been sent to the manufacturer for repair.

3.12.7 Expiration dates for all applicable items. {5-ACI-3A-30} **[Revision – September 4, 2021]**

**4.0 FIREARMS/CHEMICAL AGENTS – CHECK OUT/RETURN AND EXCHANGE {5-ACI-3A-29} [Revision – September 4, 2021]**

4.1 All firearms and equipment issued from the armory shall be logged on an Equipment Issue/Return Log, Form 716-1, utilizing the ADCRR property number preceded by the weapon type. EXAMPLE: For Glock, G-121225, Shotgun SG-22525, AR-15, AR-12221, 37mm/40mm launcher, 37-12222 or 40-12223. One Equipment Issue/Return Log shall be used for weapons and another one shall be used for all ammunition, equipment, etc.

4.1.1 Armory equipment shall be issued only to authorized personnel presenting proper Department identification.

4.1.2 Firearms and ammunition shall be issued only to authorized personnel presenting proper Department identification and a current Firearms Qualification Card, Form 510-2.

4.2 Armorsers and designated trained staff assigned to issue weapons shall:

4.2.1 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.

4.2.2 Exchange all firearms and ammunition assigned to 24-hour posts each month.

4.2.3 Immediately inspect and, if necessary, replace any firearm or ammunition reported to be damaged or malfunctioning, as outlined in section 3.0, 3.3 through 3.3.2.

4.3 All armory maintenance records shall be filed in the armory or adjacent armory office in compliance with the Department's record retention schedule.

4.4 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 members shall:

4.4.1 Utilize the State Property Receipt/Return, Form 304-2, when chemical agents are issued as part of their assigned Personal Protective Equipment (PPE).

4.4.2 Return the following to the Armorer:

4.4.2.1 All expired, expended and/or unsafe aerosol chemical agents for an exchange.

4.4.2.2 All individual issued chemical agents upon ending their assignment at the institution.

**5.0 COMMUNITY CORRECTIONS AND REENTRY WEAPONS STORAGE AND INVENTORY {5-ACI-2G-03} [Revision – September 4, 2021]**

5.1 The Assistant Director for Community Corrections and Reentry shall:

5.1.1 Appoint a primary and secondary Armorer.



- 5.1.2 Ensure all Armorers successfully complete the Glock Armorer Certification Class.
- 5.1.3 Ensure a storage location is established for all unassigned firearms, CEW and ammunition.
- 5.2 Only the following personnel shall be authorized to enter the armory without written permission from the Assistant Director for Community Corrections and Reentry:
  - 5.2.1 Community Corrections and Reentry Armorers (Primary and Secondary)
  - 5.2.2 Complex Armorers
  - 5.2.3 Community Corrections and Reentry Manager
  - 5.2.4 Warden
  - 5.2.5 Other authorized personnel as outlined in section 1.0, 1.2.1 through 1.2.6
- 5.3 The Community Corrections and Reentry Armorer shall:
  - 5.3.1 Maintain the security and safety of the storage location as outlined in 1.0, 1.3.1 through 1.3.5.
  - 5.3.2 Ensure all staff entering and exiting the storage location log in and out on the Correctional Service Log.
  - 5.3.3 Ensure weapons and CEWs are stored in plain sight and not locked in any cabinet.
- 5.4 Security Seals
  - 5.4.1 A security seal shall be affixed to the exterior entry to the storage location, in conjunction with a locking mechanism (i.e., padlock or locking door handle).
  - 5.4.2 An Information Report shall only be required if a security seal is broken by an unauthorized entry, or if the break is discovered upon inspection.
- 5.5 Inventories
  - 5.5.1 An inventory of all equipment and ammunition shall be conducted upon each entry into the storage location and breaking of the security seal.
  - 5.5.2 An inventory shall be conducted a minimum of once per month by the Community Corrections and Reentry Armorer.
    - 5.5.2.1 A Community Corrections and Reentry Manager shall accompany the Community Corrections and Reentry Armorer for the inventory at least quarterly.
  - 5.5.3 All weapon inventories shall be completed as outlined in section 1.0, 1.6.3.
  - 5.5.4 Any discrepancies shall be addressed in a comprehensive action plan and submitted to the Assistant Director for Community Corrections and Reentry within 10 workdays. **[Revision – September 4, 2021]**

## 5.6 Weapons and Ammunition

### 5.6.1 Community Corrections and Reentry Officers shall be:

5.6.1.1 Responsible for the care, maintenance and cleaning of Department issued firearms in accordance with Department Order #510, Firearms Qualifications/Firearms Instructors Certification.

5.6.1.2 Exempt from the requirement of having their assigned firearms and ammunition:

5.6.1.2.1 Inspected yearly by the Armorer.

5.6.1.2.2 Exchanged on a monthly basis.

5.6.1.3 Required to comply with the service requirements of the assigned firearms, as outlined in Department Order #1003, Community Corrections.

## **RESTRICTED SECTIONS**

### **6.0 DART – WEAPONS, MUNITIONS AND EQUIPMENT – RESTRICTED**

### **7.0 CELL EXTRACTION – WEAPONS, MUNITIONS AND EQUIPMENT – RESTRICTED**

## **IMPLEMENTATION**

Wardens and Deputy Wardens shall maintain Post Orders that address, at a minimum:

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

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms as follows:

- Ammunition Inventories
- Armorer
- Armory
- Factory Specifications
- Major Repairs
- Safety Data Sheet (SDS)
- Secondary Armory Staff
- Weapons

## **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