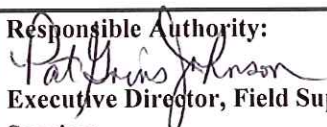
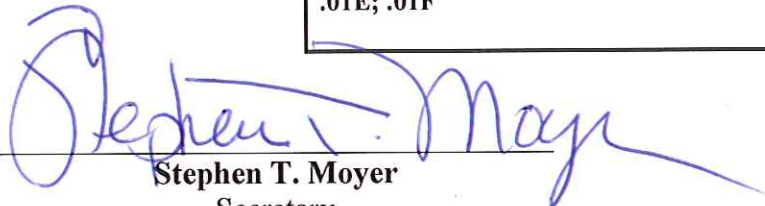
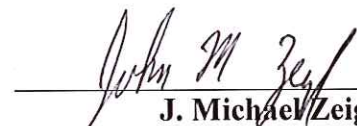




Title: Firearms	Executive Directive Number: OPS.110.0009
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: OPS.110.0009 dated January 13, 2017
Related ACA Standards: 4-4091; 4-4173; 4-4199; 4-4201; 4-4202	Responsible Authority:  Executive Director, Field Support Services
Related MCCS Standards: .01E; .01F	Effective Date: 10/10/2017 Number of Pages: 5


Stephen T. Moyer
Secretary


J. Michael Zeigler
Deputy Secretary for Operations

.01 Purpose.

This directive establishes uniform procedures for the use and security of Department of Public Safety and Correctional Services (Department) firearms.

.02 Scope.

This directive applies an individual authorized to use and carry a Department firearm.

.03 Policy.

The Department requires that before an employee is authorized to use, carry, or service a Department firearm the employee is properly trained and certified to use, carry, or service the authorized firearm in accordance with applicable Correctional Training Commission (CTC) or Police Training and Standards Commission (PTSC) firearms training and certification.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "Appointing Authority" has the meaning stated in State Personnel and Pensions Article, §1-101(b), Annotated Code of Maryland and includes an individual or a unit of government that has the power to make appointments and terminate employment.
- (2) Department issued firearm" means a firearm recommended by the Use of Force Committee and approved by the Secretary of Public Safety and Correctional Services.

(3) "Firearm"

- (a) "Firearm" has the meaning stated in Public Safety Article §5-101, Annotated Code of Maryland.
- (b) "Firearm" includes:
 - (i) A handgun as defined under Public Safety Article, §5-101, Annotated Code of Maryland; and
 - (ii) A regulated firearm as defined under Public safety Article, §5-101, Annotated Code of Maryland.
- (4) "Firearms armorer" means a qualified officer certified in the use, safety, repair, maintenance and care of firearms, chemical agents, and other security-related equipment.
- (5) "Firearms cadre" means an officer certified in firearm qualification and training under the authority of the Correctional Training Commission (CTC) or the Police Training and Standards Commission (PTSC).
- (6) "Mandated employee" has the meaning stated in COMAR 12.10.01.01.
- (7) "Weapons Officer" means an officer certified in firearms qualification and training under the authority of the Correctional Training Commission (CTC) or the Police Training and Standards Commission (PTSC) who is assigned the responsibility of:
 - (a) Issuing Departmental weapons;
 - (b) Accepting returned Departmental weapons;
 - (c) Maintaining the weapons in a secure storage area of a Facility or Unit;
 - (d) Arranging for weapon repairs; and
 - (e) Maintaining an accurate inventory of all weapons assigned to the Facility or Unit.

.05 Responsibility/Procedure.

A. Security Equipment.

- (1) The managing official shall have written policy and procedure governing:
 - (a) The use of firearms and other security related equipment;
 - (b) Availability, control, accountability, and storage of firearms;
 - (c) Emergency circumstances, use of force, transport of inmates, and the post assignments for firearms;

- (d) Provision for mandated employees to receive in-service firearms training and certification; and
 - (e) The assignment of a properly approved officer on each shift to the Weapons Officer post, if applicable to the facility.
- (2) The managing official shall ensure firearms and other security related equipment are stored in a secure, but accessible location, outside of areas accessible to inmates.
- (3) The weapons officer designated the responsibility for security of firearms and other security equipment shall:
- (a) Supervise the storage of and the storage area containing firearms and other security equipment;
 - (b) Conduct quarterly inventories and inspections recording the condition and, if applicable, equipment expiration dates;
 - (c) Use perpetual inventory (first-in, first-out) process to avoid waste;
 - (d) Maintain records of inventories and inspections;
 - (e) Maintain an up-to-date master listing of equipment to assist in required inventories;
 - (f) Report firearms and other related equipment requiring immediate maintenance, repair, or replacement to the weapons coordinator; and
 - (g) Establish a return and issues procedure to ensure accountability and condition of firearms.

B. Security Equipment Training.

- (1) Mandated employees, approved by an Appointing Authority, shall:
- (a) Successfully complete firearms training and qualification mandated by the CTC before the individual is authorized to use or carry a Department firearm;
 - (b) Successfully complete CTC-approved firearms training and qualification in accordance with COMAR 12.10.04 during each calendar year;
 - (c) Demonstrate safe loading and unloading of an authorized firearm;
 - (d) Physically possess a current weapons qualification card for Department weapons the individual is authorized to use or carry; and
 - (e) Comply with the Department's Use of Force policy.

(2) Effective 10/01/2017 all newly hired correctional officers authorized under Correctional Services Article, § 8-209, Annotated Code of Maryland and in accordance with COMAR 12.10.01, shall comply with the requirements of paragraph .05B(1) of this Directive.

(3) A Department employee performing law enforcement duties shall:

- (a) Successfully complete firearms training and qualification mandated by the PTSC before the individual is authorized to use or carry a Department firearm;
- (b) Successfully complete PTSC-approved firearm training and qualification in accordance with COMAR 12.04.02 during each calendar year;
- (c) Demonstrate safe loading and unloading of an authorized firearm;
- (d) Physically possess a current weapons qualification card for the Department weapons the individual is authorized to use or carry; and
- (e) Comply with the Department's Use of Force policy.

(4) The Department employee performing security responsibilities shall:

- (a) Carry and use a Department issued firearm to perform assigned security functions;
- (b) Successfully complete initial and in-service firearms training and certification requirements established by the Correctional Training Commission for security staff for the Department issued firearm; and
- (c) Comply with the Department's Use of Force policy.

C. Post Assignment.

(1) Under the following situations, an officer involved shall submit a report to the managing official by the end of the involved officer's shift:

- (a) Discharge of a firearm or other weapon;
- (b) Use of a chemical agent to control inmates;
- (c) Use of force to control inmates; or
- (d) Leaving a restraint on an inmate at the end of the officer's shift.

(2) An officer shall adhere to the duties and responsibilities of the facility's Weapons Officer post order and addendums enforced by the facility's managing official.

.06 Attachments.

None

.07 History.

- A. This directive replaces OPS.110.0009, dated January 13, 2017.
- B. This directive replaces DOC.110.0009 titled Division of Correction Firearms, dated December 15, 2010; DPDS.110.0009, titled Firearms, dated December 31, 2010; and PATX.110.0009.1 through PATX.110.0009.5 in order to establish a uniform process for the use, safety, and care of firearms.
- C. This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

A

D

L