

**NORTHWEST ARCTIC BOROUGH
RESOLUTION 24-07**

**A RESOLUTION OF THE NORTHWEST ARCTIC
BOROUGH ASSEMBLY APPROVING A FIREARMS
PROCEDURE MANUAL FOR THE VILLAGE PUBLIC
SAFETY OFFICER PROGRAM, AND FOR RELATED
PURPOSES.**

WHEREAS: the Northwest Arctic Borough implements the Village Public Safety Officer (VPSO) program through annual grants with the Department of Public Safety; and

WHEREAS: in 2014, the Alaska Legislature unanimously amended Alaska Statutes to authorize VPSOs to carry handguns following the fatal shooting of an unarmed VPSO in Manokotak; and

WHEREAS: under AS 18.65.678, a VPSO may not, except in an emergency, carry a firearm in the performance of the officer's duties until the officer has successfully completed: (1) a basic firearms training program that is certified by the Alaska Police Standards Council or substantially similar training as determined by the department; (2) a psychological examination conducted by a mental health professional; and (3) all annual firearm qualification requirements; and

WHEREAS: to meet these requirements, the Borough's Public Safety Department has been undertaking careful review and preparation to arm its VPSOs; and


WHEREAS: arming VPSOs will help protect VPSOs, make communities safer, and aide overall law enforcement efforts; and

WHEREAS: the Assembly desires to ensure the safety and well-being of Borough residents in all of its communities; and

WHEREAS: the Assembly wishes to approve the Firearm Procedure Manual in order to establish a comprehensive framework to arm Borough VPSOs.


NOW THEREFORE BE IT RESOLVED BY THE NORTHWEST ARCTIC BOROUGH ASSEMBLY: the Borough approves the Northwest Arctic Borough Firearm Procedure Manual in substantially the same form as accompanies this Resolution.

PASSED AND ADOPTED THIS 26th DAY OF MARCH 2024.



Nathan Hadley, Jr., Assembly President

PASSED AND APPROVED THIS 26th DAY OF MARCH 2024.



Dickie Moto, Sr., Mayor

SIGNED AND ATTESTED TO THIS 26th DAY OF MARCH 2024.



Stella Atoruk, Borough Clerk

ATTEST:





Village Public Safety Officer Regional Public Safety Officer Firearms Procedures Manual

March 2024

Mission:

The Northwest Arctic Borough will work to improve the quality of life for all residents.

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100.00 Firearms Procedures Manual

The Firearms Procedures Manual (FPM) is comprised of established policies and relevant procedures. The official version of this document shall be retained on the NAB server. All printed versions of this document are not considered official and are to be reviewed with the understanding that updates may not be represented. It is the reader's responsibility to review the official version before acting on any given policy.

The firearms policies established within this manual shall not supersede or override laws or regulations. Each employee is responsible for understanding and following the intent and spirit of these policy directives. Violations of this manual may be the basis of departmental administrative action and may result in disciplinary action, up to and including dismissal. Violations of this manual may also subject the employee to criminal prosecution if such violation is also a violation of federal, state, or local statute, ordinance, law, or regulation.

This manual will be reviewed annually and may be updated more frequently on a need basis. All changes to the FPM must have originated or been approved by the director of Public Safety office.

Once the changes are approved the VPSO Coordinator or designee will be responsible for making changes to the FPM, notifying the department employees of the change, and publishing the approved manual on the NAB server.

100.10 Introduction

The Village Public Safety Officer Program was established in 1979 by the Alaska Legislature. The officers provide rural Alaskan communities with public safety support. The Northwest Arctic Borough oversees the VPSO program for the region. The Village/Regional Public Safety Officers are training law enforcement officers. It is the decision of NAB to arm the V/RPSO in the region to increase officer safety and the response capabilities of the officers.

In May of 2022, the State legislature passed a VPSO bill strengthening the law enforcement capacities of the VPSO's. The Northwest Arctic Borough has decided to become an armed VPSO program.

Alaska Statute 18.65.680 set out the following requirements (a) A Village Public Safety Officer may not, except in an emergency, carry a firearm in the performance of the officer's duties until the officer has successfully completed (1) a basic firearms training program that is certified by the Alaska Police Standards Council or substantially similar training as determined by the department; (2) a psychological examination conducted by a mental health professional; and (3) all annual firearm qualification requirements. (b) In determining the successful completion of basic firearms training, the department may consider previous training and experience that is substantially similar to the training required under (a) of this section.

13 AAC 96.105 sets out the following regulation (a) A Village Public Safety Officer may not, except in an emergency, carry a firearm in the performance of the officer's duties until the officer has successfully completed a basic firearms training program that is certified by the Alaska Police Standards Council or substantially similar training as determined by the department. (b) In determining the successful completion of basic firearms training, the department may consider prior training and experience that is substantially similar to the training required under (a) of this section.

100.15 policy

It will be the policy of the NAB VPSO program that all VPSO / RPSO's who have met the statutory requirements set out in Alaska Statute 18.65.680 and regulation set out in 13 AAC 96.105. Once approved by the VPSO Coordinator and Public Safety Director VPSO's will be authorized to carry a firearm in the performance of the officer's duties. An officer will also be authorized to carry a firearm off duty if they meet the requirements laid out in this manual.

Once authorized a VPSO /RPSO will store their issued duty firearm within a safe located in their VPSO housing or the Borough office. No VPSO is authorized to remove any firearms from the safe without prior supervisor approval, beyond retrieving their firearm for the start of their shift or call out.

If a VPSO is on temporary duty assignment in a location that does not have a safe, they will be issued a lockable firearms gun case that meets the requirements of the TSA. Their duty weapon should be stored in this case. This case should not be left in an area that is unsecure or is accessible by the public. VPSO /RPSO's are prohibited from loaning or providing access to firearms except with permission of a supervisor or in circumstances where such actions are necessary to prevent immediate risk of serious injury or death. VPSO /RPSO's must ensure that all issued weapons are accounted for each day. Missing firearms are to be reported immediately to supervisors and the Alaska State Troopers.

VPSO /RPSO's who are authorized will be issued one semi-auto Glock 47 Gen 5 MOS pistol, three magazines, one level 3 security holster, one dual magazine pouch, one carrying case that meets Transportation Security Administration (TSA) requirements. A weapon mounted Light and Weapon mounted optic.

VPSO / RPSO's must carry their identification cards and badge when carrying a weapon, except when impractical or dangerous to their safety while performing assigned duties. VPSO/ RPSO's must make every effort to always ensure the security and safekeeping of the identification card and badge. They will furnish their name and badge number to any person requesting that information, when they are on duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority. Missing identification cards and badges are to be reported immediately.

VPSO/RPSO's are also governed by sections of the Alaska State Trooper OPM. These sections will be included in the back of the manual.

100.20 Eye and Ear Protection/Personal Safety

Officers are required to wear hearing and eye protection when weapons are being fired during range practice, qualifications, or competitions. It is recommended that ear plugs are used in conjunction with outer hearing protection for the highest level of protection.

If only muffs or plugs are being used, muffs are preferred as they provide a higher level of protection and reduce the sound entering the ear canal from the mastoid bone behind the ear. Shooters who need prescription glasses to shoot are encouraged to use wrap around eye protection over their prescription glasses, or to utilize commercial or homemade side protection that slides over the temples of the glasses. Prescription glasses must have shatter resistant lenses to qualify as eye protection. Ball caps are also strongly encouraged to prevent brass from other shooters' guns from falling behind the eye protection.

Members who are pregnant should consult with a medical professional before using firearms to discuss risks and appropriate precautions.

Members are reminded to wash their hands with cold soapy water after shooting or cleaning their firearms and especially before eating, smoking, or touching their face with their hands.

100.30 Firearms Instructors and Armorers

A. *Quality firearm training and maintenance.* The department recognizes that the use of firearms in the line of duty is a high risk but low frequency activity. The department establishes policies in this section to ensure that officers receive consistent high-quality firearms training and maintenance. The Firearm Instructor and Armorer program is established to:

1. Ensure consistency of training through required compliance with established training materials.
2. Provide a periodic review of the program to determine if new and better methods have been developed and updating the training materials as needed; and
3. Ensure that the Firearm Instructors within the department are of the highest quality, are trained and are provided with opportunities to enhance their capabilities as instructors.

B. *Selection criteria for Firearm Instructors.* When selecting officers to be considered for training to become Firearm Instructors, consideration should be given to:

1. The officer's interest in firearms and in being a certified police Instructor through Alaska Police Standard Council on the topic of firearms and the enthusiasm that the officer would bring to the program.
2. The officer's assignment and the availability of the officer for training and for re-certification as a Firearm Instructor.
3. The officer's proficiency with department firearms to include handgun, shotgun, and patrol rifle.
4. The officer's overall physical fitness and ability to perform physically demanding tasks for long periods of time in all types of weather; and,
5. Attendance at a Methods of Instruction (MOI) class. The officer may be allowed to attend the Firearm Instructors course prior to attending the MOI but will not be considered a certified instructor until MOI training has been successfully completed.

C. *Requirements for certification as a NAB Firearm Instructor.* In order to become a certified NAB Firearm Instructor, the officer must have the following:

1. VPSO coordinators nomination for the training.
2. Successful completion of a Method of Instruction (MOI) class.
3. Meet the minimum qualifications for entry into the class which include firing a handgun qualification, meeting the requirements of section 100.60 (E), during a

supervised qualification within ten (10) days prior to the beginning date of the class. The sponsoring instructors can modify the location and circumstances involving this requirement, but the requirement will not be waived.

4. Proficiency in the use of the issued / authorized shotgun and patrol rifle. A review of the selectee's qualification scores will be used to aid in determining proficiency; and,
5. Successfully complete all aspects of the Firearm Instructor's Training Program, which include, but are not limited to:
 - a. Demonstrating the ability to properly perform all instructed functions with the issued /authorized weapon(s), which will include a final qualification score, meeting the requirements of section 100.60 (E), at the conclusion of the handgun instructor's course. This level of performance must be demonstrated for each weapon the officer is certified to instruct.
 - b. Demonstrating the ability to properly articulate and present the department's firearm training materials in a classroom and range environment.
 - c. Demonstrating enthusiasm for the program and desire to ensure that the department's training material will be complied with while training department officers.
 - d. Receiving the endorsement of the class instructors.
 - e. Meeting the instructor certification requirements of the Alaska Police Standards Council.

D. *Levels of certification.* Department officers can be certified as Firearm Instructors at the following levels through DPS provided training.

1. Handguns (basic mandatory level) – all instructors must complete this training
2. Shotguns – normally provided during Firearm Instructor Training
3. Patrol Rifles – normally provided during Firearm Instructor Training
4. Upon successful completion of specialized training approved by NAB, DPS and the Alaska Police Standards Council, NAB Firearm Instructors can also be certified to instruct:
 - a. Miniature Red Dot Sight (MRDS) Handgun
 - b. Less-lethal Munitions

E. *Recertification of Firearm Instructors.* A Firearm Instructor certification lasts for a period set by the certifying authority.

1. Failure to recertify within the set period will cause the instructor's certification to expire. The instructor will no longer be considered a NAB Firearm Instructor and will not be allowed to provide training to department officers.

2. Once an instructor's certification has expired, the instructor must complete the instructor course to be recertified.
3. An instructor's certificate can be extended for a maximum of six months if:
 - a. The instructor course or a recertification class that will occur within six months of the original expiration date; and,
 - b. The instructor is signed up for the class.

F. *Decertification of Firearm Instructors.* The VPSO Coordinator oversees the Firearm Instructor program and has the responsibility and authority to decertify an instructor for violations described below. When considering decertification, the coordinator may wish to seek input from department officers and other instructors concerning the performance of the affected instructor, consult with DPS, and the affected instructor's direct supervisor. Except in the most urgent of cases, the VPSO coordinator should seek input and guidance from the Public Safety director prior to decertification.

1. A NAB firearms instructor can be decertified for:
 - a. Allowing gross or repeated safety violations by students during classroom and range sessions.
 - b. Non-compliance with or violations of the established training program.
 - c. Failure to properly instruct department training materials.
 - d. Poor overall performance as a firearms instructor; or,
 - e. A clear lack of enthusiasm towards continued participation in the program.
2. Decertification Process - After an issue is brought to the attention of the firearms coordinator, the coordinator determines if the offense is serious enough to start the decertification process. The steps listed below will be adhered to throughout the process:
 - a. Place the instructor on probation. Notification of the probationary status and the allegation shall be made verbally and in writing to the instructor. The instructor's direct supervisor shall also be notified of the process.
 - b. Request a written response from the instructor regarding the allegation(s).
 - c. Start the instructor on a remedial program to correct the deficiency. A written plan will be submitted to the instructor outlining the steps that need to be completed prior to the group deciding on the instructor's certification.
 - d. Instructor may be suspended from teaching firearms or required to teach under supervision.

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- e. Probation will be no longer than ninety (90) days. The VPSO Coordinator or Public Safety director can waive this on a case-by- case basis. At the completion of probation, the coordinator will submit a written report to the Public Safety Director recommending whether the instructor should continue being an instructor.
 - The Public Safety Director will have the final decision on whether to revoke the firearms instructor certificate and will notify the instructor and VPSO Coordinator in writing.
 3. Remediation of Firearms Instructors:
 - a. If the instructor fails to meet any of the criteria set forth in the remedial training memo, it may result in immediate revocation of the firearms instructor certificate.
 - b. Once the instructor is placed in a remedial program, only the Public Safety Director can take the instructor off this status.
- G. *Armorer certification and duties.* In order to maintain the credibility of the Armorer program, the following guidelines will be followed:
1. Department firearm armorers will frequently also be department firearm instructors, but exceptions can occur.
 2. All department weapons will be inspected, modified, or repaired by department armorers.
 3. Armorers will be considered certified in a particular weapon after attending a manufacturer's endorsed training program.
 4. Armorers will attend training for each weapon for which they will be expected to perform armorer duties.
 5. An armorer's certification in a particular weapon will expire four years from the date that training was completed unless the manufacture has a specifically stated a different date or period of time.
 6. Armorers will only perform modifications and/or repair to department weapons that are within their capabilities and consistent with their training.
 7. Department armorers will be permitted to inspect weapons that are personally owned as outlined in section 100.210 addressing personal firearms.

100.40 Guidelines for Firearms Instructors

- A. *Standards strictly enforced.* In order to assure the credibility of the firearms program of the department, the standards of the program will be strictly maintained, and all guidelines strictly enforced by the firearms instructor. For the purposes of qualification, and to meet the OPM definition of a supervised qualification, a firearms instructor has both its traditional meaning, or, if a certified firearms instructor is not available, a supervisor at the rank of sergeant

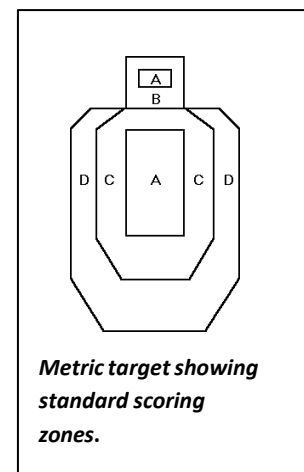
or above who is familiar/comfortable with the department's firearms program and who has written permission from their current coordinator or public safety director to conduct supervised range qualifications; they are also responsible for ensuring malfunction/conditions of carry drills are completed, completing and submitting any subsequent qualification sheets, notifications for failure to qualify, etc. This permission must be updated with each new coordinator and public safety director. All firearms instructors (and supervisors acting as firearms instructors) shall review this manual and the OPM section on Weapons Standards & Types at least annually.

B. *Safety Briefings Required.* Prior to each day's range session, the firearms instructor is responsible for:

1. Reviewing the four firearms safety rules for all shooters, ensuring that they are all understood.
 - a) ***All Guns are always loaded.***
 - b) ***Never let the muzzle cover anything you are not willing to destroy.***
 - c) ***Keep your finger off the trigger until your sights are on the target and you have decided to fire.***
 - d) ***Be sure of the target, as well as the surroundings and beyond.***
2. Identifying the location of trauma kit(s) and attendees who have medical training.
3. Reviewing the medical and/or evacuation plan in the event of a traumatic medical emergency.
4. Sharing the above information with anyone who arrives after the briefing.
5. Enforcing rules regarding eye/ear protection and any related safety items.

C. *Qualifications evaluate all aspects of firearm proficiency.* In addition to achieving at least the minimum score, for a successful qualification, each shooter must demonstrate:

1. Overall safe handling of the weapon.
2. Overall compliance with the department's firearms training materials applicable to the particular weapon including at least:
 - a. Tactical loading (combat loading)
 - b. Speed loading (ejection port reloads)
 - c. Administrative loading and unloading
 - d. Press checks / chamber checks
 - e. De-cocking / safety manipulation
 - f. Slide / bolt manipulation.
3. Correct and timely performance of all malfunction drills performed as set out in department training materials as directed by a firearms instructor.



D. *Qualifications are a test.* Qualifications with firearms are a test of the officer's ability. As such, firearms instructors should run the qualification in a neutral manner, without offering coaching or instruction on how to do better on a particular stage or skill.

E. *Qualification requires compliance with NAB standards.* Qualification with a particular firearm requires compliance with all applicable department standards and practices. Officers unable or unwilling to comply with department standards and practices during qualification will not be deemed qualified with that particular weapon until compliance is demonstrated.

F. *Hit cutting lines scored as higher of values.* When scoring hits on targets, those hits permanently cutting the line between areas on a target will be scored as the higher value. Hits on the edge of the target that do not break the line into the D zone do not count.

G. *Malfunction clearance, Miniature Red Dot Sight malfunctions (handgun) and conditions of carry drills must be performed.* During supervised qualifications, each officer will be required to correctly demonstrate all malfunction clearance drills. For semi-automatic handguns, type 1 and type 2 malfunction will be completed in three seconds or less, type 3 malfunctions will be completed in seven seconds or less, and both hits after clearing the malfunction must be in the A or C zone of the target at seven yards or greater. For MRDS handguns, iron sight, and occluded lens, shooting will be completed in five seconds or less, and both hits after recognizing the malfunction must be in the A or C zone of the target at seven yards. It is at the discretion of the firearms instructor as to how many consecutive times a person must successfully complete a malfunction clearance before they are deemed to have passed, or how many failed attempts they may get before they have failed to qualify.

Malfunction clearance drills for long guns must also be performed within a reasonable time as determined by the firearms instructor, and should be done at 25 yards or greater, unless the shooter first transitions to the handgun, makes A or C zone hits, tac loads and secures the handgun, then clears the malfunction on the long gun and makes two more A or C zone hits.

In addition, when conducting supervised qualifications with long guns, officers will be required to successfully demonstrate for the firearms instructor going from action carry to cruiser carry in compliance with firearms training manuals.

Malfunction clearances (all guns except revolvers), *Miniature Red Dot Sight malfunctions (handgun)* and conditions of carry demonstrations (long guns only) will be documented on the qualification sheet.

H. *Multiple attempts to qualify allowed.* Shooters will be allowed no more than two attempts per day to successfully qualify. The second attempt is at the discretion of the firearms instructor and should only be done after the shooter has been consulted and the instructor is confident the shooter will pass. Any second attempts should be made as "cold" as possible. All failures to qualify require coordinator / public safety director notification. This requirement should factor into the instructor's decision to allow a second qualification on the same day.

I. *Qualifications are not training.* Qualification establishes a minimum level of performance as determined by NAB. Qualifications were designed by the firearms committee of AST and adopted by NAB to test specific skills that were deemed important to the philosophy of our firearms doctrine. As a physical skills test, qualifications can be a way for the officer to understand their current skill level and identify specific skills in need of improvement. Officers should avoid practicing specific stages of the qualification course and instead instructors should make every effort to provide officers follow-up training on the specific skills necessary to achieve higher proficiency.

100.50 Minimum Qualification Standards

A. *Requisites.*

Refer to OPM 232.300 (B) Qualification required & OPM 232.300 (C) Supervised qualifications governing OPM requirements for qualification requirements.

'All officers must remain proficient and qualify with the department-issued handgun, and with each weapon they are authorized to carry, as specified in the [Firearms Procedure Manual](#).'

B. The following are requirements specified by NAB:

<u>QUALIFICATION</u>	<u>HOW OFTEN</u>	<u>PASSING SCORE (Minimum)</u>
NAB Primary Handgun	3 times a calendar year *1 must be supervised	Score: Pass/Fail 100.60 (D) SERT Score: Pass/Fail 100.60 (E)
NAB Secondary Handgun	3 times a calendar year *1 must be supervised	Score: Pass/Fail 100.70 (D)
Shotgun - Buckshot/Select Slug	2 times a calendar year *1 must be supervised	Score: 81 points
Shotgun - Slug	2 times a calendar year *1 must be supervised	Score: 38 points
Patrol Rifle	2 times a calendar year *1 must be supervised	Score: 160 points
Magnum Rifle	2 times a calendar year *1 must be supervised	Score: 35 points
Less-Lethal Munitions	1 supervised a calendar year	Score: 2 hits (100% accuracy to Zone 1/2)
<p><u>Note:</u></p> <ol style="list-style-type: none"> Unsupervised quals can be run without the use of a shot timer if unavailable All supervised qualifications must include malfunction drills per OPM Section 232.300 (C) All qualifications must be documented on a qual sheet and entered into training record. <p>Any failure to qualify during a SUPERVISED qualification must follow OPM Section 232.300 (D)</p>		

100.60 DPS Primary Handgun Qualification

A. *Requisites.*

1. Handgun – NAB Primary handgun qualification shall be utilized for the issued full size on-duty in uniform handgun.
2. Target – IPSC Metric Torso – A 1-inch aiming dot can be added to the upper 1/3 of the A zone or a V may be drawn from each corner where the head/body meet, extending down at an angle and intersecting at the upper 1/3 of the A zone.
3. Cover – ‘Cover’ used in Stage 1 must provide sufficient area for the upper body to be concealed when shooting from the selected position. Must be able to transition to either side by taking no more than 2 lateral steps. (*Example: A mobile target stand with cardboard backers; A training vehicle*)
4. Ammunition – Forty (40) rounds of issue ‘duty’ ammunition or authorized full power ammunition in compliance with section 100.210(D).
5. Holster & Gear – All members, regardless of assignment, will qualify with the authorized ‘duty’ holster and issued uniform leather gear at least once each year during a supervised qualification. Non-uniform assignments may qualify with a secondary holster during the remaining annual qualifications. Non-uniformed officers must have an acceptable holster and ammunition carrier as determined by a firearms instructor and in compliance with section 100.210 (B).

B. *Instruction to shooters.*

1. All stages, except those starting at guard, will start from standing with the weapon holstered and any/all retention secured. The shooter may not establish a grip or prep to defeat the holster’s retention prior to the start of the timer.
2. Any external/manual safety on the weapon must be engaged. Double action semi-auto pistols and revolvers will not be hand cocked at any stage.
3. Clothing, holster, and gear will be worn in the same fashion as when the weapon is typically carried for both uniformed and non-uniformed assignments.
4. Shooters must fire all rounds within the allotted time and perform the movements as instructed. If the required number of rounds within a stage were not fired prior to the time elapsing, or the shooter does not perform a movement as instructed, it should be considered a missed ‘opportunity’ and is no longer a viable option to shoot. A penalty will be provided for each shot fired outside the stage instructions.
5. The shooter will clear any malfunctions and complete the stage of fire. If the malfunction is cleared properly and in a timely manner, the time will not count against the shooter unless the malfunction was shooter induced.
6. Shooters will be evaluated to determine compliance with the department’s weapons training material. Those who do not comply will not be considered qualified and will be entered into remedial training.

C. Primary Handgun Course of fire.

Stage 1 -- 25 yards -- 6 rounds -- 18 seconds

Starting from behind cover, from the holster, draw and fire 3 rounds from the right side of the barricade and 3 rounds from the left side of the barricade. Shooter's choice of position and the barricade may be used as support.

Stage 2 -- 10 yards -- 10 rounds -- 10 seconds From

the holster, draw and fire 10 rounds.

Stage 3 -- 7 yards -- 4 rounds -- 7 seconds

Insert an empty magazine into the gun. Starting at guard, fire 1 round to the body followed by a speed reload and fire a Fail to Stop, 2 rounds to the body and 1 round anywhere in the head. **Mark headshot*

Stage 4 -- 7 yards -- 5 rounds -- 7 seconds

Starting at guard with the weapon in the support hand only, fire 5 rounds unsupported.

Stage 5 -- 7 yards -- 1 rounds -- 3 seconds

From the holster, draw and fire one round anywhere in head. **Mark headshot*

Stage 6 -- 5 yards -- 5 rounds -- 5 seconds

Starting from the holster while holding a flashlight in the support hand, draw and fire 5 rounds weapon hand only. (*Braced handheld light techniques may not be used*)

Stage 7 -- 5 yards -- 5 rounds -- 3 seconds

Starting at guard, fire 5 rounds.

Stage 8 -- 2 yards -- 4 rounds -- 4 seconds

From the holster, draw and fire 2 rounds to the body, step off-line, and fire 2 rounds to anywhere in the head. **Mark headshots*

D. Pass/Fail Scoring Criteria

- a. Shooters will only be allowed a total of 4 missed shots.
- b. 32 or more rounds must hit within the A/C Scoring Zone
- c. Any shot intended for the head that hit the body are considered a miss and will not be counted in the A/C zone hit total. **Shots intended for the head must be marked after each stage*
- d. A penalty will be assessed for each round shot outside of the stage instructions (OT/Movement) and the total number of rounds will be deducted from A/C zone total.
- e. Excessive shots will be deducted from the A/C zone total.

Pass/Fail Scoring	
More than 4 Misses	Automatic Failure
Less than 32 A/C	Automatic Failure
32 A/C hits after deducting OT/extra rounds & 4 or less misses	PASS

E. *Instructor Standard* – Minimum scoring criteria for Firearm Instructor selection/graduation requirements require a clean qualification. This means 100% or 40 out of 40 rounds must be counted within the A/C scoring zone. Any missed shots or shots overtime are considered a failure for the purpose of this standard and will require a re-qualification.

100.70 NAB Secondary Handgun Qualification

A. *Requisites.*

1. Handgun – Secondary handgun qualification shall be utilized for any secondary on-duty handguns (issued & personal) or off-duty handguns.
2. Target – IPSC Metric Torso – A 1-inch aiming dot can be added to the upper 1/3 of the A zone or a **V** may be drawn from each corner where the head/body meet, extending down at an angle and intersecting at the upper 1/3 of the A zone.
3. Cover – ‘Cover’ used in Stage 1 must provide sufficient area for the upper body to be concealed when shooting from the selected position. Must be able to transition to either side by taking no more than 2 lateral steps. (*Example: A mobile target stand with cardboard backers; A training vehicle*)
4. Ammunition – Twenty-six (26) rounds of issue ‘duty’ ammunition or authorized full power ammunition in compliance with section 100.210(D).
5. Holster & Gear – Officers must have an acceptable carry method, holster and ammunition carrier as determined by a firearms instructor and in compliance with section 100.210 (B). **It is suggested for firearms instructors to observe the shooter complete a draw with an unloaded firearm prior to starting the qualification to ensure the safety of the shooter and others online with the shooter.*

B. *Instruction to shooters.*

1. All stages, except those starting at guard, may start from standing or a lower position with the weapon holstered and any/all retention secured. The shooter may be prepped to initiate the draw (with hands on or near clothing/zipper) but may NOT swipe, pull, or unzip items concealing the holstered handgun until the timer is initiated.
2. Any external/manual safety on the weapon must be engaged. Double action semi-auto pistols and revolvers will not be hand cocked at any stage.
3. Clothing, holster, and reloading gear will be worn in the same fashion as when the weapon is typically carried. The handgun must be fully concealed by an item of clothing or ballistic vest. External clothing such as sportscoat, jacket or ballistic vest must start in the closed position requiring the shooter to swipe, pull or unzip prior to drawing the handgun. Off-duty or UC clothing, such as tee shirts, sweatshirts, and jackets, must be untucked and covering the handgun requiring the shooter to pull the clothing prior to drawing the handgun.
4. Shooters must fire all rounds within the allotted time and perform the movements as instructed. If the required number of rounds within a stage were not fired prior

to the time elapsing, or the shooter does not perform a movement as instructed, it should be considered a missed 'opportunity' and is no longer a viable option to shoot. A penalty will be provided for each shot fired

outside the stage instructions.

5. 2 seconds will be added to stages starting from the holster if the secondary firearm is carried as a back-up to a primary handgun from locations such as inside vest, ankle, or pocket. Inside or outside waistband holsters use the standard time.
6. The shooter will clear any malfunctions and complete the stage of fire. If the malfunction is cleared properly and in a timely manner, the time will not count against the shooter unless the malfunction was shooter induced.
7. Shooters will be evaluated to determine compliance with the department's weapons training material. Those who do not comply will not be considered qualified and will be entered into remedial training.

C. *Secondary Handgun Course of fire.*

Stage 1 -- 15 yards -- 6 rounds -- 8 seconds *add 2 seconds for vest, pocket & ankle back-up

Starting from behind cover, from the holster, draw and fire 3 rounds from the right side of the barricade. Reload if necessary and return to the holster. Repeat the drill, firing 3 rounds from the left side of the barricade. Shooter's choice of position and the barricade may be used as support.

Stage 2 -- 10 yards -- 5 rounds -- 8 seconds *add 2 seconds for vest, pocket & ankle back-up

From the holster, draw and fire 5 rounds.

Stage 3 -- 5 yards -- 3 rounds -- 4 seconds

Starting at guard with the weapon in the weapon hand only, fire 3 rounds unsupported.

Stage 4 -- 3 yards -- 3 rounds -- 4 seconds

Starting at guard with the weapon in the support hand only, fire 3 rounds unsupported.

Stage 5 -- 3 yards -- 5 rounds -- 4 seconds

Starting at guard, fire 5 rounds.

Stage 6 -- 1 yards -- 4 rounds -- 4 seconds *add 2 seconds for vest, pocket & ankle back-up

From the holster, draw and fire 2 rounds to the body weapon hand only, step off-line while establishing a 2-hand grip, and fire 2 rounds to anywhere in head. *Mark headshots

E. Secondary Handgun Pass/Fail Scoring Criteria

1. Shooters will only be allowed a total of 3 missed shots.
2. 21 or more rounds must hit within the A/C Scoring Zone
3. Any shot intended for the head that hit the body are considered a miss and will not be counted in the A/C zone hit total. **Shots intended for the head must be marked after each stage*
4. A penalty will be assessed for each round shot outside of the stage instructions (OT/Movement) and the total number of rounds will be deducted from A/C zone total.
5. Excessive shots will be deducted from the A/C zone total.

Pass/Fail Scoring	
More than 3 Misses	Automatic Failure
Less than 21 A/C	Automatic Failure
21 A/C hits after deducting OT/extra rounds & 3 or less misses	PASS

F. *Manipulations.* The shooter must properly demonstrate loading from the spare ammunition carrier and malfunction clearance drills (if applicable) with the handgun.

G. *Consequence of failure to qualify with personal secondary handgun - OPM 232.300(D)(2).* Failure to qualify within two attempts with a personal weapon, whether carried on duty or off duty, will result in the officer no longer being authorized to carry that weapon. The scores related to the failures to qualify will be recorded in the officers' training record. Any previously received authorization for the carrying of the weapon will be considered revoked.

100.80 Shotgun Qualification – Buckshot/Select Slug

A. *Requisites.*

1. Target – IPSC Metric Torso
2. Ammunition – 10 rounds of 12-gauge 9-pellet Tactical Buckshot (other 9 pellet loads are acceptable if Tactical Buckshot is not available).
3. Ammunition – Two rounds of Slugs.

B. *Instruction to shooters.*

1. Shooters will set up the shotgun in CRUISER CARRY with buckshot when instructed to do so.
2. Shooters will go from CRUISER CARRY to ACTION CARRY upon the command to “MAKE READY.”
3. All stages of fire start from the guard, ACTION CARRY, safety on.
4. Shooters will combat load and keep the shotgun in ACTION CARRY throughout the duration of the buckshot course.
5. Shooters will be evaluated to determine compliance with the department’s weapons training material. Those who do not comply will not be considered qualified and will be entered into remedial training.
6. The shooter will clear any malfunctions in a shotgun and complete the stage of fire. If the malfunction is cleared properly and in a timely manner, the time will not count against the shooter unless the malfunction was shooter induced. There will be no exceptions or excuses.

C. *Buckshot/Select Slug Course of fire*

Stage 1 -- 10 yards – 2 buckshot, 1 slug -- 11 seconds – PERFORM TWICE

On command, fire two rounds buckshot center mass followed by one select slug to the head.

Stage 2 -- 15 yards – 4 buckshot -- 8 seconds – PERFORM ONCE

On command, fire two buckshot center mass while standing followed by two buckshot center mass while kneeling.

Stage 3 -- 20 yards -- 2 buckshot -- 6 seconds – PERFORM ONCE

On command, fire one buckshot center mass while standing followed by one buckshot center mass while kneeling.

D. *Scoring.* Maximum 108 – Minimum 81

Buckshot: 1 point for A or C zone
 0 point for B or D zone

- Buckshot fired when a slug should have been fired are 0 points
- Slugs: 9 points for A zone head shot
6 points for B zone head shot 0 points for body A, C, D zone
- Overtime: Minus 9 Points for each late shot (Regardless of if buckshot or slug)
- Excessive shots: 9 points deducted for each excessive shot

100.90 Shotgun Qualification – Slugs

A. *Requisites.*

1. Target – IPSC Metric Torso
2. Ammunition – 10 rounds of 12-gauge slugs

B. *Instruction to shooters.*

1. Shooters will set up the shotgun in CRUISER CARRY with slugs when instructed to do so.
2. Shooter will go from CRUISER CARRY to ACTION CARRY upon the command to “MAKE READY.”
3. All stages of fire start from the guard, ACTION CARRY, SAFETY ON.
4. Shooter will combat load and keep shotgun in ACTION CARRY for the duration of the course.
5. Shooters will be evaluated to determine compliance with the department’s weapons training material. Those who do not comply will not be considered qualified and will be entered into remedial training.
6. The shooter will clear any malfunctions in a shotgun and complete the stage of fire. If the malfunction is cleared properly and in a timely manner, the time will not count against the shooter unless the malfunction was shooter induced. There will be no exceptions or excuses.

C. *Shotgun Slug Course of fire*

Stage 1 -- 25 yards -- 1 slug -- 3 seconds – PERFORM TWICE

On command fire one slug center mass from standing.

Stage 2 -- 35 yards – 2 slugs -- 10 seconds – PERFORM TWICE

On command, fire 2 slugs center mass. Start from guard to any position.

Stage 3 -- 50 yards -- 2 slugs -- 12 seconds PERFORM TWICE

On command, fire 2 slugs center mass. Start from guard to any position.

D. *Scoring. Maximum 50 – Minimum 38*

A zone 5 points

B zone 4 points

C zone 4 points

D zone 3 points

Overtime: 5 points deducted for each late shot

Excessive shots: 5 points deducted for each excessive shot

100.100 Patrol Rifle Qualification

A. *Requisites.*

1. Target – IPSC Metric Torso
2. Ammunition – 40 rounds of authorized rifle ammunition
3. Department issued or authorized personal patrol rifle that is suitable for the intended use. It must operate and be equipped in a manner that allows it to be used in accordance with department training.
4. If the patrol rifle has an approved optic, the officer must be able to demonstrate that in order to overcome fogging, shattered glass, etc. that they can use the secondary sighting system with their optic in place (without looking through the optic) or remove the optic and revert to the secondary sighting system without tools. This can be accomplished during a stage of the qualification or malfunction drills.

B. *Instruction to shooters.*

1. Shooters will go from CRUISER CARRY to ACTION CARRY upon the command to “MAKE READY.”
2. Unless otherwise noted, all stages of fire will start from guard, ACTION CARRY, safety on.
3. Shooters will tac load as necessary and keep the weapon in ACTION CARRY throughout the duration of the course.
4. Shooters will be evaluated to determine compliance with the department’s weapons training material. Those who do not comply will not be considered qualified and will be entered into remedial training.
5. The shooter will clear any malfunctions in the patrol rifle and complete the stage of fire. If the shooter opts to transition to a handgun to complete that stage, the handgun will be tac loaded and the patrol rifle malfunction will then be cleared; handgun shots will be scored as if they were rifle shots. If the malfunction is cleared properly and in a timely manner, the time will not count against the shooter unless the malfunction was shooter induced. There will be no exceptions or excuses.

C. *Patrol Rifle Course of fire.*

Stage 1 -- 3 yards -- 2 rounds -- 1.5 seconds – PERFORM ONCE – 2 RND

From guard, while standing, fire 2 rounds to *anywhere* in the head.

Mark shots and note first stage scoring below.

Stage 2 -- 5 yards -- 3 rounds -- 3.5 seconds -- PERFORM TWICE -- 6 RNDS

From guard, while standing, fire two rounds to upper half of A zone, one round to the A zone of the head. Mark head shots *differently* than shots from stage 1 for scoring purposes.

Stage 3 -- 7 yards -- 2 rounds -- 2 seconds -- PERFORM TWICE -- 4 RNDS

From guard, while standing, fire two rounds to upper half of A zone.

Stage 4 -- 7 yards -- 2 rounds -- 3 seconds -- PERFORM ONCE EACH SIDE -- 4 RNDS

From guard, while facing the left side of the range, on command, without covering anyone else, pivot and fire two rounds to upper half of A zone. Reset and repeat from the right.

Stage 5 -- 15 yards -- 2 rounds -- 3.5 seconds -- PERFORM TWICE -- 4 RNDS

From guard, drop to kneeling and fire 2 rounds to upper half of A zone.

Stage 6 -- 15 yards -- 2 rounds -- 4 seconds -- PERFORM TWICE -- 4 RNDS

From a slung position, point in and fire 2 rounds to upper half of A zone.

Stage 7 -- 25 yards -- 4 rounds -- 15 seconds -- PERFORM TWICE -- 8 RNDS

From guard, while standing, fire 2 rounds to upper half of A zone. Drop to kneeling, speed reload and fire 2 rounds to upper half of A zone.

Stage 8 -- 50 yards -- 2 rounds -- 6 seconds -- PERFORM TWICE -- 4 RNDS

From any kneeling position, drop to prone and fire 2 rounds to upper half of A zone.

Stage 9 -- 100 yards -- 2 rounds -- 8 seconds -- PERFORM TWICE -- 4 RNDS

From any kneeling position, drop to prone and fire 2 rounds to upper half of A zone.

D. *Scoring. Maximum 200 -- Minimum 160*

Body:

A Zone	5*
B/C Zones	4 (B zone is 1 for head shots)*
D Zone	1

* Shots intended for the body A zone that strike the head A zone will be scored as 4 points. Except for the first stage, shots intended for the head that strike the B zone will be scored as 1 point, and shots intended for the head that strike the body A, C, or D zone will be scored as 0 points.

First stage scoring:

Shots completely inside the line on the head will be scored as 5 points. Shots not completely inside the line on the head will be scored as 0 points.

Overtime: 5 points deducted for each late shot

Excessive shots: 5 points deducted for each excessive shot

100.160 Magnum Rifle Qualification

A. *Requisites.*

1. Target – IPSC Metric Torso
2. Ammunition – 10 rounds of authorized ammunition.

B. *Instruction to shooters.*

1. Shooters will go from CRUISER CARRY to ACTION CARRY upon the command to “MAKE READY.”
2. All stages of fire will start from the guard, ACTION CARRY, SAFETY ON.
3. Shooters will load the weapon as needed and keep the weapon in ACTION CARRY throughout the duration of the course.
4. Shooters will be evaluated to determine overall compliance with the Department’s weapons training material. Those who do not comply will not be considered qualified and will be entered into remedial training.

C. *Magnum Rifle Course of fire.*

Stage 1 – 100 yards – 3 rounds -- 25 seconds – PERFORM ONCE

From the guard, assume a prone position and fire three rounds center mass.

Stage 2 -- 50 yards – 3 rounds -- 20 seconds – PERFORM ONCE

From the guard, assume a position of choice and fire three rounds center mass.

Stage 3 -- 15 yards -- 2 rounds – 10 seconds – PERFORM ONCE

From the guard, fire 1 round standing followed by one round kneeling center mass.

Stage 4 -- 7 yards -- 1 round – 2.5 seconds – PERFORM TWICE

From the guard, fire one round to the head “A” zone

D. *Scoring.* Maximum 50 – Minimum 35 Point Values:

A Zone	5
B/C Zone	4
B Zone	1 (Stage 4, head shots)
D Zone	1

Overtime: 5 points deducted for each late shot.

Excessive shots: 5 points deducted for each excessive shot

100.170 Less Lethal Direct Impact Munitions Qualification

A. *Requisites.*

1. Target – Life sized less lethal target with extremities, marked with the applicable target zones:



Zone 1 / GREEN

- Meaty Areas (Buttocks, Thigh, Calf)

Zone 2 / YELLOW

- Medium Muscle Groups and Skeletal Areas (Arms, Shoulders, Abdominals, Knees, Feet)

Zone 3 / RED

- Last Resort / Deadly Force
(Head, Neck, Chest, Groin, Spine, Lower Back)

2. Cones or other distance markers for 3, 7, 15- and 20-yard lines (to show High Risk, Exercise Caution, and Optimum ranges)
3. Barricade (Vehicle, Target Stand, Tree, Barrel, etc.) at 15-yard line
4. Ammunition – 2 rounds authorized less lethal direct impact munitions
5. Cover officer armed with a long gun
6. Eye and ear protection

B. *Instructions to shooters.*

1. Start behind cover at 20-yard line with launcher empty of all munitions.
2. Load launcher, following munitions double check procedure with cover officer.
3. From behind cover (20-yard line), cover officer simulates notifying nearby officers by radio of pending less lethal fire to reduce contagious live fire.
4. With cover officer at guard, move together behind barricade at 15-yard line.

C. *Less Lethal Direct Impact Munitions Course of fire.*

Stage 1 -- 15 yards -- 2 rounds -- 3 seconds – PERFORM ONCE (2 rounds total)

1. From behind barricade, shooter will deploy one direct impact munition to Zone 1 or Zone 2 of target. Timer starts when first round is fired.
2. Within 3 seconds, shooter will deploy a second direct impact munition to Zone 1 or Zone 2 of target.

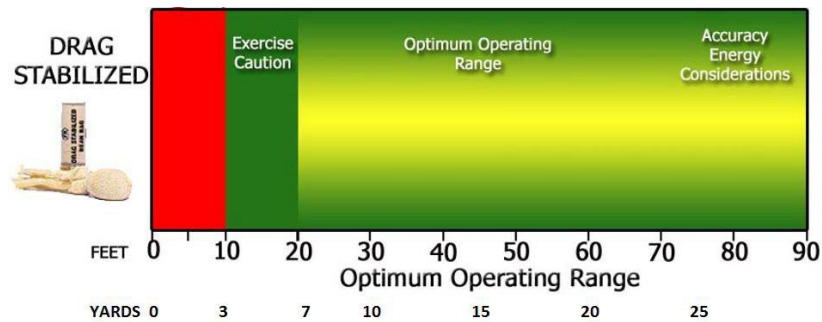
D. *Scoring*

1. Minimum 100% accuracy required. Any hit to any part of Zone 3 of target or any overtime on the second shot is a non-qualification.
2. If shooter fails to qualify, an immediate re-attempt is permitted.

E. *Consequence of repeated failure to qualify.* Failure to qualify on any less lethal launching

platform on three consecutive occasions will result in the inability to carry that platform operationally. If the operator is a member of SERT, failure to qualify on any less lethal launching platform on three consecutive occasions will result in the inability to carry that platform operationally and/or dismissal from SERT (Team Leader's choice, one or both may be chosen).

F. *Each platform requires separate qualification.* Each less lethal launching platform (e.g., 12-gauge shotgun, 37mm & 40mm launcher, compressed air launcher) requires a separate qualification. Officers are not permitted to use a platform operationally that they are not trained and qualified with.



100.180 Firearms Maintenance and Modifications

A. *Weapons to be serviceable.* Officers shall keep their issued weapons and authorized personal weapons clean and in serviceable condition and are required to see that needed repairs are made. Possession while on-duty of a dirty, defective, inoperative, or unauthorized weapon may be grounds for disciplinary action.

B. *Required inspection of weapons.* A department armorer or department approved armorer shall inspect every authorized handgun annually. Authorized shotguns and rifles shall be inspected every two years by a department armorer or department approved armorer. Any firearm found to be defective shall be turned in for repair or exchange. The Detachment coordinator is responsible for this periodic inspection of all firearms issued to the personnel under their supervision, and of the stations over which they have command.

C. *Inspection by armorer.* A department armorer will check all department-issued weapons turned in for inspection or surrendered to the department for any other reason, for at least the following:

1. Normal functioning.
2. Cleanliness.
3. Rusting, pitting, and unusual damage.
4. Unauthorized modifications to springs, bosses, barrels, sights, or other parts.
5. Comparison of the serial number against computer main list of firearms

D. *Repair of department weapons.* Department-issued firearms found to be damaged or unserviceable will be repaired by the armorer or sent to the manufacturer's authorized representative for repair. Only department armorers will undertake repairs or mechanical alterations of issue weapons, and this will be done in strict compliance with factory specifications. The armorer shall document all damage caused by neglect or unauthorized modification. All costs of repair necessitated by negligence or unauthorized modification will be borne by the person to whom the gun was issued.

E. *Repair of personal weapons.* Repairs to personal weapons, even though authorized or used on duty, are the responsibility of the officer.

F. *Cleaning of shotguns and rifles.* Shotguns or rifles carried in patrol cars shall be cleaned and inspected every two weeks by the officer or a department armorer. A record of these cleanings shall be maintained by the officer, indicating each date the weapon was cleaned and inspected, and the individual who cleaned and inspected it.

G. *Authorized modifications to shotguns.* Department issued shotguns, or personally owned shotguns, may be modified as allowed in this section. The department will incur no costs for modifying personally owned shotguns. Following authorized modifications, the shotgun shall be inspected by a department armorer prior to its return to service. Authorized modifications are:

1. Magazine extensions
2. Slings
3. Fore end lights (see section 100.190)
4. Ghost ring sights and optical sights
5. "Tac Star" brand nylon ammunition carriers
6. Stocks shortened to achieve proper fit; and
7. Special modifications such as shortened barrels to specific shotguns as authorized by the public safety director and with proper ATF permits, if applicable.

H. *Authorized Modifications to Patrol Rifles.* Department issued patrol rifles or personally owned rifles may be modified as allowed in this section. The department will incur no costs for modifying personally owned rifles. Following authorized modifications, the rifle will be inspected by a department armorer prior to its return to service. Items marked with * may only be done by a department armorer. Authorized modifications are:

1. Night sights*
2. Tactical slings and mounts
3. Fore end lights (see section 100.190)
4. Magazine pouches affixed to the stock
5. Replacement grips, foreends, and stocks to include a folding stock adaptor*
6. Polymer magazines made by Magpul, Lancer or ETS. Other mags not listed and approved by DPS Academy.
7. Optical sights or scopes (2X or less at lowest power) that do not interfere with the use of a secondary sighting system or can be quickly removed without tools; however, a functional secondary sighting system must always be on the gun.
8. Ambidextrous charging handles and selector switch*
9. Oversized or "Maritime" bolt catch/release*
10. Special modifications such as shortened barrels to specific rifles as authorized by the public safety director and with proper ATF permits, if applicable.*
11. No modification to or replacement of the trigger mechanism, firing pins, magazine release, bolt carrier group or gas system are authorized. (See below for exception)

12. Members are permitted to put personally purchased sound suppressors on their department issued or personally purchased patrol rifles. Members may choose their attachment type, but it is the user's responsibility to ensure the suppressor remains secure, any damage or theft of the suppressor shall be the responsibility of the user and shall not be repaired or replaced at department expense. Since the suppressor should be attached for any shooting incidents, members will only be required to qualify with the suppressor attached and shall complete a supervised qualification prior to carrying the suppressor in the field. When utilizing a suppressor, members are strongly encouraged to utilize a device to control excess gas pressure such as an adjustable bolt carrier (personal or issued weapon) or an adjustable gas block (personal weapon). This is the only exception to #8 above. If the rifle is stored outside of the electro-lock, the rifle must have additional security beyond the door/trunk lock (i.e., a locked hard sided case secured to the vehicle), provided at the member's expense. If the rifle is taken into evidence for any reason, the suppressor will remain attached to the gun unless otherwise directed by the investigating agency.

I. *Authorized modifications to issued handguns.* Department issued handguns or personally owned handguns may be modified as allowed in this section. The department will incur no costs for modifying personally owned handguns. Following authorized modifications, the handgun shall be inspected by a department armorer prior to its return to service. Authorized modifications are:

1. Night sights, made of steel*
2. Other low-profile durable sights constructed of steel
3. Grip tape to enhance the texture of the grip.
4. Weapon mounted lights (see section 100.190)
5. Miniature Red Dot Sights (see section 100.200)*
6. Only magazines manufactured by the firearm maker or those specifically approved by the firearms committee may be used in any handgun.
7. Extended magazine release*
8. Extended slide lock
9. Trigger shoe modifications (must use factory internal parts) approved by DPS Training Academy*
10. Magwells are approved only if they allow the factory/approved mags to fall freely from the handgun and do not interfere with performance of malfunction clearances.

Items marked with * may only be made by department armorers. Before the department issued handgun is turned back in or sent to the manufacture for maintenance, it is the officer's responsibility to ensure that the original issued parts were retained and put back on the gun. Issued iron sights may only be reinstalled on the handgun one time to

ensure they do not come loose from overworking. If the factory sights come off a second time at the request of the officer, it is their responsibility to purchase a new set of sights and have them installed in the gun before it is turned back in.

J. *Procedure for requesting additional modifications:* If an officer wishes to modify or add an accessory to their department or authorized personal firearm outside of the permitted modifications listed above, they must provide a request in writing to the coordinator explaining the modification or accessory, and why they feel it is beneficial. Upon approval of the public safety director, the product will either be authorized department wide through the modification of this manual, or a letter will be sent to the officer approving only his/her use of the product or modification.

100.190 Weapon Mounted Lights

A. *Weapon Mounted Lights Permitted:* In order to enhance an officer's ability to identify a threat (or lack thereof) in a low light situation, and to enhance the officer's ability to respond to deadly threats in low light situations, Weapon Mounted Lights (WMLs), either issued or personally purchased, are permitted to be attached to firearms for on or off duty use. Once attached to a firearm, WMLs are no longer considered a flashlight; they are now part of a deadly weapon system.

B. *Use Must Be Justified:* Officers using their WML must be justified in having their weapon presented. Use of a WML is NOT intended to replace a handheld flashlight, and use of a WML in this manner, such as for searches of persons, vehicles, or property is prohibited. WMLs are not a substitute for proper knowledge of proper handheld flashlight techniques, or for carrying a handheld flashlight.

C. *Equipment:* WMLs may not be activated by means of the trigger finger, or, for handguns, by means of a pressure switch on the grip. If an officer has a WML attached to their handgun, they must have a holster that accommodates the WML to allow for faster/one handed re-holstering. If a WML is mounted to a shotgun, the mount may not go between the magazine and the magazine extension or binding of the magazine spring may occur. For rifles, the preferred, but not required, mount is at the 11 o'clock or 1 o'clock position to allow as much light as possible to reach the subject while keeping the rifle at guard.

D. *Firearms Safety Rules Still in Effect:* Even with a WML attached, the four firearms safety rules are still in effect. When using a WML, it is particularly easy to violate firearms Rule 3: Never let the muzzle cover anything you are not willing to destroy. When using a firearm with a WML, it is not permissible to hunt with the muzzle.

Officers must be conscientious about not pointing the gun towards any part of a non- deadly threat while still using the light to determine for example what the person has in their hands.

Using the WML to blind a person who does not present a deadly threat is not permitted.

E. *Training:* Officers must successfully complete a qualification with the weapon light mounted before they are authorized to carry a weapon mounted light on their weapon.

100.200 Miniature Red Dot Sight (MRDS) Handgun

A. *MRDS Handguns are Permitted:* In order to enhance an officer's accuracy, ability to take in information and problem solve while responding to deadly threats, Miniature Red Dot Sights (MRDS), either issued or personally purchased, are permitted to be attached to handguns for on or off duty use. In order for an officer to carry the MRDS on a handgun, they must meet the following requirements:

B. *Equipment: OEM, Modular or Direct milled mounting systems* are authorized and may be outfitted with an approved Miniature Red Dot Sight (MRDS). "On-duty in uniform" optics ready handguns shall be issued by the department. Additionally, "on-duty out of uniform" or "off-duty" handguns must be in compliance with section 100.210 (C).

1. Unless provided by the department, officers will be responsible for the purchase of a handgun or slide designed to accept the MRDS, approved optics, mounts, iron sights and holster.
2. The optical sight must be approved by the DPS Firearms Committee or designee. "On-duty in uniform" optics are required to be a closed emitter design. A review of approved sights will be conducted on an annual basis to account for changes in technology, products, and manufacturing. The most current list will be maintained by the DPS Training Academy.
3. The optical sight must be mounted in addition to iron sights and co-witnessed so that if the optic becomes inoperable or fails, the iron sights may be utilized to aim the firearm. RDS backup iron sights made of steel of appropriate height to allow co witnessing will be authorized for this purpose.
4. Officers utilizing optical sights must have received an armorer inspection by a department armorer certified for that type of weapon or a DPS approved armorer prior to authorization. It is recommended that an MRDS instructor/armorer be consulted before the purchase of slide milling services, optics, mounts, and iron sights to ensure compliance with this policy.
5. MRDS handguns are required to be carried in a holster specifically designed to accommodate the optic. Refer to section 100.210 (B)

C. *Training:* A MRDS handgun will not cure poor fundamentals of marksmanship. Just like firearms, mechanical failure can occur in optics; therefore, specific malfunctions must be trained prior to employing the MRDS handgun. All officers shall complete a DPS MRDS handgun course prior to being authorized to carry the handgun, equipped with an optical sight, in the course of their duties.

1. Officers must successfully complete the department's 8-hour MRDS handgun transition course provided by an MRDS Firearms Instructor.

2. Officers must complete one Handgun Qualification, with the MRDS equipped handgun, achieving a minimum passing score during the MRDS transition course.

D. *Maintenance:* Employing a Miniature Red Dot Sight (MRDS) handgun comes with increased maintenance to keep it in serviceable condition. MRDS specific maintenance includes instillation, battery replacement, zeroing and preventive glass maintenance. General firearm maintenance is referenced in section 100.180.

1. The department assumes no liability for repairs or replacement if a personally owned optical sight is damaged or lost when used, at the officer's request, for duty.
2. The optical sight must be mounted to a slide specifically designed to accept an MRDS. MRDS mounting will only be completed by department armorers. OEM mounting plates and screws are the weakest link in the MRDS system. Aftermarket mounting plates and screws are often preferred. Armors will apply a medium strength thread locker and torque mounting screws to manufactures specifications. Glock OEM mounting plates, currently manufactured in the gen 4 & 5 platforms, are not authorized for use due to a risk of failure. Screws will require periodic inspection and may require replacement as needed.
3. The optical sight battery will be changed per manufacture recommendations or at a minimum of once a year. Battery changes can be conducted by the officer unless the sight requires removal from the slide for replacement.
4. Optical sight zero must be confirmed after any sight/mounting plate removal or tightening is completed.
5. Preventative glass maintenance will be needed to circumvent lens fogging. Officers are required to periodically clean the glass with a microfiber cloth and apply anti-fog cleaner at a minimum of once every two weeks.

100.210 Authorized Firearms and Ammunition

A. *Carrying multiple handguns.* Officers may carry only one handgun at a time unless specific written authorization for a secondary backup handgun has been approved by the coordinator. The form will be routed through the public safety director. The public safety director may issue authorizations for the carriage of extra guns; may limit the circumstances under which they can be carried; may restrict this authorization to specific weapons; and may place other restrictions, conditions, or limits upon their carriage. Authorization to carry a personal secondary handgun will include three successful completions of the “NAB Secondary Handgun Qualification Course” found in section 100.70. Once granted by the public safety director, the authorization is indefinite, but applies only to the firearm specified.

B. *Limitations on holsters for handguns.* Officers shall only carry handguns in compliance with these requirements (As used in this section "holster" includes shoulder rigs, purses, pouches, or other handgun carrying systems.):

1. Officers on-duty in uniform shall carry their department issued handgun only in an issued holster; unless the handgun is equipped with a Miniature Red Dot Sight (MRDS) and the department does not provide a holster specifically designed to accommodate the optic.
2. Any personally purchased, on-duty in uniform holster, specifically designed to accommodate a MRDS, shall be a “Level III” retention holster matching the current brand, color, and pattern as the duty holster provided by the department.
3. When carrying a handgun on-duty out of uniform officers shall use either an issued non-uniform holster or other personally purchased holster. Officers shall demonstrate that they can pass the appropriate qualification course by completing the stages requiring a draw from the holster with no overtimes prior to using any personal holster on-duty for the primary handgun as outlined in OPM Chapter 232; and
4. Officers, when carrying a handgun off-duty shall use either an issued non- uniform holster or other personally purchased holster or may carry the handgun secured (in an approved holster) in a closed container (e.g., a handbag, daypack, fanny pack, briefcase.). Handguns shall not be carried loose in pockets or unsecured in waistbands.
5. It is recommended that officers consult with a firearms instructor when selecting a holster for personal purchase to ensure it is acceptable for the intended use.

C. *Authorization of personal firearms.* The following standards and procedures apply to officers seeking authorization to carry personal handguns, shotguns, or rifles:

1. Prior to carrying any personally owned firearm (long gun or handgun, primary or secondary weapon) on or off duty, officers must have demonstrated proficiency with that weapon by shooting three of the appropriate qualifications with passing scores that were witnessed by a firearms instructor. In addition, the officer shall have demonstrated proper weapon presentations from the holster or sling to be used, reloading drills and malfunction clearance drills (except revolvers) to the satisfaction of the firearms instructor.
2. Personal handguns, equipped with a Miniature Red Dot Sight, are authorized for use under section 100.200. Personal Firearm Authorization form is required to be completed as listed in section 100.210 (C)(9).
3. While on duty, other than in uniform, a personal handgun may be authorized if it is the same make and caliber as the issued handgun, and it accepts the same magazines as the issued handgun. Based on a clear and identifiable need, officers involved in a special duty such as an undercover assignment, may be authorized to carry a personal handgun other than the issued make and caliber pistol for the duration of that specific assignment. The personal handgun is subject to all the other guidelines of this section.
4. While off duty, a personal handgun carried by an officer must be a semi-automatic pistol or double action revolver, must be of a high-quality defensive caliber, must hold at least five rounds, and must be manufactured by a quality firearms manufacturer. The coordinator, subject to the public safety director's review, will consider handguns of quality manufacture for authorization. The public safety director may consider input from certified firearm instructors, the DPS Training Academy staff, the DPS firearms committee, and other sources as appropriate when making the decision to authorize personal handguns.

It is recommended that officers consider carrying a weapon of similar design and function as the weapon issued while on duty.

5. An officer may have authorization for two personal handguns in addition to the issue handgun.
6. To qualify for authorization, a weapon must be in safe and dependable operating condition. Handguns must have a full trigger guard.
7. A personal shotgun may be authorized if it is a 12-gauge which operates and is equipped in a manner that allows it to be used in accordance with current department training standards.
8. A personal rifle may be authorized if it is suitable for the intended use. *If there is no specific or intended purpose of a differing platform, only AR-15 rifles & variants will be authorized.* It must be equipped in a manner that allows it to be used in accordance with department training materials. When a patrol rifle is equipped with an optical sight or scope (2x or less at lowest power), it must be

equipped with a secondary sighting system. The optical sight or scope must not interfere with the secondary sighting system or must be quickly removeable without tools.

9. The public safety director must give written approval for each personal weapon and the ammunition to be used in the weapon if it differs from the department authorized ammunition. Such approval is subject to review by the division director.

Officers seeking initial authorization to carry personal weapons shall submit a request to the coordinator, including a Firearms Qualification Record showing at least three initial qualifying scores, the ammunition to be carried, and an armorer's function and safety approval. The coordinator will act upon the request and will send a copy of the original request and their response to the public safety director for review. Approval of personal weapons is subject to review by the coordinator or the public safety director at any time. Unless rescinded, the authorization for the personal weapon continues as long as the officer completes qualifications and inspections as required in this chapter.

Personal Firearm Authorization form is found in this manual.

10. The personal weapon must have received an armorer inspection by a department armorer certified for that type of weapon or a DPS approved armorer prior to authorization.
 - a. Department armorers may inspect a personal weapon of a design other than that of the department issue if they have a personal knowledge of that weapon system and feel competent to determine that the weapon is safe and in dependable operating condition. No armorer will be compelled to approve a weapon for which he or she is not certified.
 - b. Personal weapons will subsequently be inspected in the same manner as issued weapons.
 - c. If during the course of the inspection the armorer observes a defect in the weapon system, it shall be immediately taken out of service. The employee will be required to have a department armorer or DPS approved armorer inspect and/ or repair the weapon system. The armorer will certify the weapon is repaired and free from defects prior to being placed back in service
11. The officer shall continue to qualify with the weapon as required under OPM Chapter 232 and section 100.50 of this manual.

D. *Weapons to be loaded with approved ammunition.* All weapons carried on or off-duty must be fully loaded with issue or approved ammunition. Only ammunition issued by the Department may be carried or used in issued weapons. Ammunition for non-issued weapons must be new (not reloaded) commercially manufactured ammunition using customary bullet design

and safe working pressures and must be approved by the coordinator and reviewed by the public safety director. The DPS Training Academy staff will assist commanders in assessing ammunition as required.

E. Officers to carry spare ammunition when armed.

1. While in uniform (except formal dress uniform) officers carrying the issue handgun shall carry at least two fully loaded spare magazines in the issued two-magazine pouch or comparable three magazine pouch. In order to wear a three-magazine pouch, on-duty in uniform, officers must first demonstrate ability to conduct proper reload drills during a supervised qualification.
2. When carrying any authorized handgun other than in uniform, including as an auxiliary gun authorized under Paragraph A, officers shall carry at least one full reload for the handgun. For semi-automatics this shall consist of at least one fully loaded spare magazine. For revolvers this will consist of enough rounds to reload one time contained in a speed loader, speed strip, or similar container.
3. When utilizing a personally owned or department issued long gun, officers shall have spare ammunition appropriate to the mission either on the gun or on their person.
4. Rounds carried loose in a pocket do not count as spare ammunition under this section except shotgun shells when the side saddle is already full.
5. NAB will issue the same duty ammunition as Issued by AST.

I want to:	Read section	Firearm auth. form required?	# of initial supervised quals	Quals/year ²	Qual score needed	Notes
Carry my issued handgun off duty	OPM 217.310.B, FPM100. 210.B, D & E	N	(0)	3	N/A	No need to requalify to carry issued handgun off duty
Carry a personal gun off duty ¹	OPM 217.301B, FPM100.210 B thru E	Y ³	(3) Secondary HG	3	Pass	Use secondary handgun course
Carry a backup handgun on duty ¹	FPM 100.70 & 100.210	Y	(3) Secondary HG	3	Pass	Use secondary handgun course
Carry a backup handgun off duty ¹	OPM 217.310.B, FPM 100.70 & 100.210	Y ³ No Additional	(1) Secondary HG See notes		Pass	1 Secondary HG, Stages 1,2,6 only, no overtimes
Carry a personal handgun on duty ¹	FPM 100.210. B thru E	Y	(3) Secondary HG	3	Pass	Must accept issue gun mags unless on special assignment
Carry my issued HG on duty out of uniform in a different holster	FPM 100.210.B.3	N	(1) PHG see notes		Pass	Use Primary HG stages 1,2,6,8 only, no overtimes
Carry a personal long gun on duty ¹	FPM 100.210.C, D & E	Y	(3) see notes	2	80%	Course depends on long gun, shotguns require BS & slug
Put a personal optic on my issued rifle	FPM 100.180 H.7 & 100.100 A.4&5	N	(1) Patrol rifle	2	80%	Demonstrate proficiency with secondary sights during qual
Put a light on my firearm	FPM 100.190	N	(1)	3/2	80%	Shotgun mount may not go between magazine & extension
Put authorized Sights & Trigger on my handgun	FPM 100.180 I. 1,2,5&8	N	(1) PHG	3	Pass	Original must be returned to gun before turned in
Carry a Miniature Red Dot Sight handgun ¹	FPM 100.180 I. 5, 100.200 & 100.210	Y/N ⁴	(1) PHG see notes	3	Pass	Must complete 8-hour DPS MRDS transition course

¹Per OPM 232.100 D.2, failure to qual within 2 attempts w/ a personal weapon, used on duty or off, will result in the officer no longer being allowed to carry that weapon.

²One of which must be supervised per OPM 232.300.C

³DPS law enforcement officers, unlike ordinary citizens, may be called upon to take official action when “off duty.” Failure to comply with DPS policy regarding firearms/firearm use when taking “off duty” official action would result in personnel disciplinary action and a refusal of the State of Alaska to provide a defense and indemnification in any civil lawsuit.

⁴A firearms authorization form will be required for any personally owned MRDS handgun carried both on and off-duty. A firearms authorization form is not required for an issued MRDS compatible handgun.

**Northwest Arctic Borough VPSO /RPSO
PERSONAL FIREARM AUTHORIZATION**

I have reviewed O.P.M. Chapters 217 and 232 and the NAB Firearms Procedures Manual, section 100.180 thru 100.210. In accordance with these policies and procedures I request authorization to carry the personal firearm identified below. (Each personal firearm request requires a *separate* application.)

Applicant's name / Perm ID: _____ / _____

Applicant's signature / date: _____ / _____

Type of request: on-duty * off-duty 2nd weapon (aka backup weapon)
 on-duty alternate handgun (for carry when not in uniform) **

***Handgun, rifle and/or shotgun (personal weapons)**

****Includes issued Glock's other than issued model (and personal weapons)**

Firearm make: _____ Firearm model: _____

Firearm caliber: _____ Firearm s/n: _____

Handgun Shotgun Rifle

Weapon inspection date: _____

Armorer's comments / observations: _____

acceptable for service unacceptable for service

Armorer's signature / date: _____ / _____

Supervised qualification date(s): _____ / _____ / _____

Score(s): _____ / _____ / _____

DPS transition course description / date(s): _____ / _____

Rangemaster's comments / observations: _____

meets department requirements does not meet department

requirements Rangemaster's signature / date: _____ / _____

Immediate supervisor's comments: _____

recommend approval recommend disapproval

Signature: _____ Date: _____

Detachment commander's comments: _____

recommend approval recommend disapproval

Signature: _____ Date: _____

Division director or designee: approved disapproved

Signature: _____ Date: _____

**Required attachment(s): original range qualification form(s) for documentation of scores and armorer inspection
Note: upon transfer or reassignment, individuals MUST notify their new chain of command if authorization has been granted for a personal / alternate / auxiliary firearm**

FIREARMS QUALIFICATION RECORD Northwest Artic Borough VPSO/ RPSO

INSTRUCTIONS: This form may be used for either supervised or unsupervised qualifications. If used for supervised qualifications it must be initialed by the rangemaster indicating that qualification was completed. Each weapon must be signed off by an armorer at the interval indicated in the OPM. Completed forms should be turned in to post or detachment for entry into the Training Records.. Original qualification record should be retained in employee's detachment field file.

NAME: _____ ID/LIC or PERMID: _____ TYPE: **G** SUBJECT: **GUNQUAL**

Category						DATE	TITLE	AGENCY	WEAPON/HOLSTER			SCORE	AMMO	APPROVAL FOR SERVICE			
Primary Handgun *	Secondary Handgun	Patrol/SERT Rifle	Shotgun	Auto Rifle (MP5)	Precision/Bolt Rifle		SUPERVISED	UNSUPERVISED	LIST AGENCY AND COURSE OF FIRE	DESCRIPTION	S/N	HOLSTER FOR HANDGUN, SIGHTS (IRON, OPTIC, ETC.) FOR LONG GUN			FIREARMS INSTRUCTOR OR ARMORER / INSPECTOR	PASS	ACADIS ENTRY
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7/1/23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AST/SERT	Glock Model 17MOS	120010	6360 RDS	Pass	147gr 9mm Speer	J. Stroebele JLS4	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>	<input type="checkbox"/>

Malfunctions: Per the DPS Firearms Procedures Manual 100.4, each officer will be required to correctly demonstrate all malfunction drills for each weapon system and conditions of carry for long guns during a supervised qualification. Refer to the FPM for further information. Malfunctions & conditions of carry will be graded on a pass/ fail basis.



Handgun	Type 1 <input type="checkbox"/>	Type 2 <input type="checkbox"/>	Type 3 <input type="checkbox"/>
MRDS Handgun	Iron Sight <input type="checkbox"/>	Occluded Lens <input type="checkbox"/>	
Shotgun	Type 1 <input type="checkbox"/>	Type 2 <input type="checkbox"/>	Type 3 <input type="checkbox"/> Action to Cruiser carry <input type="checkbox"/>
Patrol Rifle	Type 1 <input type="checkbox"/>	Type 3 <input type="checkbox"/>	Action to Cruiser carry <input type="checkbox"/>

SERT member:

Rangemaster, if shooter failed to meet department or SERT minimum qualification standards with any weapon, list below the name or PERM ID of the detachment/bureau commander and/or SERT team leader who was notified in writing of the failure:

- Primary Handgun means the department issued full size duty handgun; Secondary Handgun means all other handguns, whether issued or personal.

NOTES: _____

DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 107	USE OF FORCE	
	Effective: 11/06/2023	Commissioner Approval: 
	Authorities: AS 11.81.900	
	Applicability: OFFICERS	
	Special Instructions: Click here to enter text.	

107.100 INTRODUCTION

The department establishes protocol for an officer's appropriate use of force when carrying out the duties entrusted to the Department of Public Safety (DPS) and establishes required practices for reporting the use of deadly force.

107.300 FORCE

An officer shall only engage in methods of safe control in which they have been trained and qualified by DPS.

A. *Before using force.* When practical, a verbal warning shall be given before using force to communicate that force may be used if the officer's orders are not obeyed.

B. *Using force: general.* Officers

1. will use force only in accordance with the policies set out in this chapter, and may not ever use force as punishment or in retaliation;
2. will use force only to the extent that it is reasonably necessary in any given situation to accomplish the officer's lawful objectives, such as making an arrest, preventing an escape, in defense of the officer or another person, or other situations where physical control of another person is necessary;
3. will be reasonable in their selection of a level of force and will not use excessive force in any situation. However, there is no requirement to use, or attempt to use, a lesser or more combative amount of force if that is not practical;
4. will bear in mind that the proper officer response can be thought of as "use of force options" that could involve several methods of safe control. The appropriate amount of force to be used is based upon the variables of the situation encountered, such as the subject's age, size, ability of the subject to escalate his/her use of force level, skill level, background, and other known factors within the circumstance; the officer's age, size, training, immediate physical condition (injuries, exhaustion); and the surrounding physical and social environment. Methods of safe control include: officer presence, verbal persuasion, directions, and commands; "soft" empty hand control; OC spray; OC projectiles; electronic weapons; "hard" empty hand control; batons; Less-Lethal impact systems; and deadly force.

5. shall, when in a position to do so, safely intervene when they observe another officer using force that is not reasonable under the circumstances to end and prevent the further use of excessive force. Officers will immediately report the excessive use of force to an on-duty supervisor or commander.

C. *Additional requirement for use of deadly force.* The department, recognizing the integrity of human life, authorizes officers to use deadly force against another person only when, in addition to complying with the general policies regarding use of force, the officer has no other reasonable and practical alternative, and reasonably believes deadly force is necessary:

1. to save his or her own life or the life of another;
2. to prevent serious physical injury [Ref AS 11.81.900] to the officer or another; or
3. because there is probable cause to believe the person has committed a felony using deadly force against another, and will immediately endanger life.

D. *Firearms discharge.* The department recognizes that every shot, even an inadvertent one, poses a risk of injury. Every discharge of a firearm must be reported as provided in section 107.310, and may subject the officer to discipline.

E. *Warning shots prohibited.* Warning shots and shots to disable vehicles will not be fired.

F. *Other discharges of firearms.* The department recognizes there may exist special circumstances that justify the discharge of a firearm not at a person, animal, or on a firing range. Officers are cautioned that every shot fired poses a risk of injury and no firearm should be discharged without due regard for the consequences of that action. Officers are not required to report a firearm discharge at an animal, unless it was done in defense of life or property.

G. *Use of the carotid restraint.* The department recognizes that every application of the carotid restraint is the use of deadly force. Even applications that do not result in loss of consciousness create a substantial risk of death. Every incident involving the use of the carotid restraint must be reported as provided in section 107.320.

107.310 LESS-LETHAL IMPACT SYSTEMS AND MUNITIONS

When available, a Less-Lethal trained and equipped officer will respond to calls involving members of the community who are reportedly armed or are suspected of committing a crime against a person. Less-Lethal operators will attempt to bridge use of force options through de-escalation. Officers will assess the situation, identify the issues, and respond accordingly based on their skills as a Less-Lethal operator.

Shift Supervisors. Supervisors, or the shift OIC, will be responsible for ensuring that Less-Lethal operators, when reasonably available, are dispatched or respond for calls involving reportedly armed persons, or crime against a person.

Shift Supervisors, or the shift OIC, will monitor radio communications where radio coverage is available to ensure Less-Lethal operators have proper backup and lethal overwatch.

107.320AFTER FORCE IS USED OR A FIREARM IS DISCHARGED

A. Use of force must be justified. The department recognizes that an officer's decision to use force must often be made in a split second and based on the minimal information then available. However, the officer's decision must be reasonable under the circumstances known at the time and may be subject to review by the department, other agencies, the courts, or the public.

It is important, therefore, that every officer using force or discharging a firearm be able to articulate the circumstances known at the time of the incident that justified the amount and nature of force used, or the discharge of the firearm.

B. After force is used. A Use of Force or Firearms Discharge report shall be filed using [BlueTeam](#) by the primary officer involved within 24 hours of the incident. If in the performance of duty an officer deliberately takes any of the actions listed below, except during training, the action(s) must be documented. See paragraph C regarding multiple officers involved in a single incident and paragraph D for exceptions allowing for a supervisor to file on behalf of involved officers.

1. An individual report must be completed if an officer:
 - a. uses more force than is normal and incidental to handcuffing;
 - b. struggles with a person;
 - c. uses a pain compliance hold;
 - d. strikes a person with a part of the officer's body or with any object;
 - e. uses OC (spray or OC projectile);
 - f. uses, prepares to use, or threatens to use an authorized electronic weapon;
 - g. uses a baton or another object as an impact weapon;
 - h. uses an explosive or distraction device, other than for animal or avalanche control; or
 - i. uses, prepares to use, or threatens to use a firearm;
 - j. uses, or prepares to use a carotid restraint or other tactic or device which is considered the use of deadly force;
 - k. uses, prepares to use, or threatens to use a Less-Lethal impact system.
2. In this section, the phrase "prepares to use" includes unholstering a weapon (long gun, electronic weapon, etc.) with the intention of preparing to use it against a specific individual or group. Directing a weapon towards a specific person or group, even if that person is not aware of this action, requires a Use of Force Report. However, conducting a building search or similar operation with an unholstered weapon where no person or group is encountered, would not be reportable. It is not the mere unholstering of a weapon that triggers the reporting requirement, but the directing of that weapon against a particular

CHAPTER 107 USE OF FORCE

person or group. In this section, the phrase “prepares to use” also includes preparing to use the carotid restraint, where the officer is able to get their arms into position, but without applying pressure (Level 1, neck lock with no compression).

C. *Group operations requiring a Use of Force Report.* Operations, raids or other similar group activities where multiple officers are involved in actions requiring the completion of the Use of Force Report must be filed as a single report with each officer’s involvement documented using the [BlueTeam](#). The principal officer or supervisor in the operation shall document the names of the officers and their actions reportable under paragraph B1 in the Use of Force Report.

D. *Completion of Use of Force Report or Firearms Discharge Report by a supervisor.* The supervisor shall complete a Use of Force Report or Firearms Discharge Report using the [BlueTeam](#) as soon as practical for an officer when the officer is unable to complete the report due to injury, incapacitation, or when the officer’s involvement resulted in serious physical injury or death to a person.

E. *Documentation also required in case reports.* If a case report is prepared covering an incident in which force was used it must include the facts that made force necessary and shall explain in detail the nature and amount of force used. It is the responsibility of the supervisor reviewing the report to ensure that thorough and accurate documentation is provided.

F. *After discharge of firearm, use of a carotid restraint or other use of deadly force.*

1. Officers who, in the performance of their duty, have deliberately or otherwise discharged a firearm, applied a carotid restraint, or used any form of deadly force (except in training) will immediately report the incident to their supervisor. The supervisor will insure that the use of deadly force is documented as described in sections B-D.
2. When an officer has applied a carotid restraint, regardless of whether or not the subject was rendered unconscious (level II or level III), that officer shall arrange for the subject to be medically screened prior to being remanded or released from law enforcement custody. Investigations and reviews of incidents in which a carotid restraint was used will be evaluated on a case by case basis by the director’s office to determine the level of investigative response necessary.
3. Investigations and review of incidents in which deadly force was used or where a firearm was negligently or intentionally discharged will be conducted in accordance with [OPM Chapter 118](#) - Use of Deadly Force Investigation and Review.
4. When notified of an incident described in OPM 107.310 paragraph F.1, F.2, and/or F.3, a supervisor shall immediately notify the appropriate division director.

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5. When notified of an incident described in OPM 107.310 paragraph F.1 or F.3, that director, in consultation with the commissioner's office, will immediately select, directly or by delegation, an investigation team, headed by the ranking officer. The director will notify the officer who discharged the firearm or used deadly force and the officer's supervisor of the name and rank of the person in charge of the investigation.
6. The selection of an investigation team does not relieve first responders of their responsibility to take initial investigative steps as set out in [OPM Chapter 118](#) and to protect the scene and witnesses until the arrival of the investigative team.
7. Investigations into the use of deadly force will be conducted as "criminal" investigations. Investigators shall comply with all departmental policies and procedures while conducting the investigation.

107.900 DEFINITIONS

Force – Any deliberate bodily impact or restraint for the purpose of gaining control of a person, or the use of explosives and distraction devices even if not directed toward a person, unless used for animal or avalanche control; "force" includes use of OC, chemical agents, electronic weapons, and deadly force.



Deadly force – Force used with the intent of causing, or knowing that there is a substantial risk of causing, death or serious physical injury; "deadly force" may include the use of a motor vehicle or vessel to collide with an occupied motor vehicle or vessel.

Electronic control weapon (ECW) – A device that uses electricity to impair voluntary motor responses or to cause discomfort to gain compliance; overcome resistance; or capture, control, and facilitate constraint.

OC projectile – An air powered delivery system, such as Pepper Ball, that disperses Oleoresin Capsicum (OC) in a projectile form.

Less-Lethal impact systems and munitions – Less-Lethal impact munitions are flexible or non-flexible projectiles, fired from a 12-gauge shotgun, 37 MM & 40 MM weapons, intended to incapacitate a suspect with minimal potential for causing death or serious physical injury.

De-escalation – Taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary. Officers will deescalate force when safe control has been established.

DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL	
CHAPTER 118	USE OF DEADLY FORCE INVESTIGATION AND REVIEW
	Effective: 6/15/2023
	Commissioner Approval: 
	Authorities: AS 11.81.370 ; AS 18.65.670
	Applicability: OFFICERS
Special Instructions: SEE CHAPTERS 107 & 114, Use of Deadly Force Incident Investigation Checklist , Officer Involved Deadly Force Incidents – A Guide	

118.100 INTRODUCTION

This policy establishes protocol for conducting investigations into an officer’s justification for the use of deadly force. Additionally this policy applies to the investigation of Village Public Safety Officers (VPSOs) who use deadly force; however differences are noted as appropriate.

118.300 POLICY

Whenever an officer uses deadly force or uses force that results in serious injury to a person, the circumstances surrounding the use of deadly force will be thoroughly investigated. Involved officer use of deadly force investigations are generally more complex than similar investigations that do not involve police officers. These events can have profound social, civil, administrative, and criminal consequences, which draw considerable media and public attention and affect many parties. A thorough and timely investigation benefits all parties including the involved officer and the department.

Careful documentation, preservation of evidence, and obtaining all witness statements are essential requirements for providing a just outcome from the criminal, administrative, and/or civil actions that may result from the incident.

If criminal culpability is eliminated, the department still carries an obligation to investigate the circumstances of injury or death for other than criminal purposes, including civil litigation, insurance concerns and to support policy and training review.

118.600 PROCEDURES

A. At the scene. In the immediate aftermath of a deadly force incident, supervisors, officers in charge (OIC), and/or investigators shall insure that the following actions are taken.

****Each procedure may not be applicable to every event and the procedural order may be manipulated to fit event priorities.***

CHAPTER 118 USE OF DEADLY FORCE INVESTIGATION AND REVIEW

1. Evaluate and ensure scene security.
2. Summon medical assistance if needed.
3. Locate, identify, and separate witnesses.
4. Provide for the safety and security of the officer, including accompaniment by another officer during transport.
5. Ensure appropriate department supervisor notifications.
6. General on-the-scene questions to establish an understanding of events and any continuing risk to the public at large may be asked of the involved officer. This may include a brief non-compelled description from the involved officer as to locations, movements, actions of the participants, any necessary information that gives direction to the scene investigator or leads to the recovery of evidence or evidentiary documentation, or recollection of essential details that may be otherwise overlooked or quickly forgotten. The [Public Safety Statement](#) is to be read by the OIC and shall be audio recorded.
7. All involved officers will be advised not to discuss the incident with other involved officers or witness officers.
8. Ensure the officer has an opportunity to contact their family members.
If officer is incapacitated, a command officer should make contact with officer's family members. If the family member(s) need assistance with transportation to a medical facility, the command officer will require this be accomplished.
9. Evaluate need for additional support personnel or special equipment.
10. Protect integrity of the scene(s) and witnesses until the investigative team takes command.
11. The department will attempt to contact the appropriate bargaining unit and allow officer(s) to consult with their bargaining unit regarding resources available through the union, such as legal counsel, without influence from anyone.
12. Seize any weapons used by the officer as evidence and make efforts to replace them, as soon as possible.
13. Coordinate with the investigative team, whether the officer needs to remain on scene or can be transported to an office location.
14. Investigative team to contact the Department of Law Office of Special Prosecutions to assist with applications for search warrants and all other legal considerations.
15. Investigative team to contact the State Medical Examiner's Office if a death is involved.
16. Commander consultation with the officer, then appointment of a support officer to provide information and assistance to the involved officer throughout the investigative and administrative process.
17. Photograph the officer as dressed during incident.
18. Photograph any injuries to the officer.

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19. The involved officer's clothing, shoes, vest, leather gear, and digital recorder and/or camera will only be seized as needed for evidence. Items will be replaced as soon as possible.
20. If criminal conduct by an officer(s) is suspected, investigators shall apply for a search warrant to seize blood and urine. Samples will be submitted to the SOA Crime Lab for analysis.
21. If no criminal conduct by officer is suspected, the involved officer will be ordered (by a command officer, not connected to the investigative team), to provide blood and urine samples for department internal review. The sample will be sent to the Office of Professional Standards for future analysis.
22. Schedule date, time and location for a formal interview with officer, at least 48 hours after the incident. Involved officer may request an interview at any time prior to 48 hours.
23. Officer will be assigned to administrative leave for a minimum of 3 days up to five (5) days. VPSOs assignment to administrative leave will be at discretion of the employer based upon their policies.
24. Commander preparation and distribution of a commissioner's notification.
25. Commander preparation of a press release (officer's name will normally not be released for 72 hours).

B. Homicide Investigation Procedures. An Alaska Bureau of Investigations (ABI) investigator is assigned to The on-scene questions will not become an in-depth interview and will only include enough information to give direction to the scene investigation, enhance scene security, and protect the public. The on-scene questioning may not be necessary if other adequate information from the scene or other witnesses/officers is available. The solicitation of specific details shall be reserved for the formal interview. The on-scene questions may be audio-recorded for the investigator's notes. The ABI investigator will not conduct video re-creations or "walk-through" with the involved officers. While it may be a fine line to walk, the investigator will keep in mind that involved officers have all the rights of any citizen and shall be treated, unless the investigation indicates otherwise, as a victim and witness.

Some of the investigative steps in this section may require waivers or search warrants to assure the legal admissibility of any evidence obtained. If the investigator has any questions concerning the search and seizure implications of an investigative step, the Department of Law Office of Special Prosecutions will be contacted for advice before proceeding.

1. Ensure adequate numbers of investigative personnel are at the scene, or are on the way.
2. Ensure the Office of Special Prosecutions is informed of the incident.
3. Ensure State Medical Examiner is advised if required.
4. Ensure notification of next of kin.
5. Ensure legality of scene search by written waiver or search warrants.
6. If a suspect and/or victim is shot or injured, have an officer respond to the medical

CHAPTER 118 USE OF DEADLY FORCE INVESTIGATION AND REVIEW

facility with the suspect and/or victim and seize the suspect and/or victim's clothing.

7. Ensure the suspect and/or victim has blood and urine drawn through medical procedures, written waiver, or search warrant for blood alcohol and toxicological screen.
8. If the officer discharged a weapon, seize and replace it with another weapon as soon as reasonably possible. Maintain custody of the seized weapon, protecting it for forensic testing. Document the condition of the weapon when seized.
9. Photograph injuries sustained by any party.
10. Ensure immediate area and neighborhood canvass is conducted.
11. All witness interviews shall be recorded.
12. Ensure the scene is photographed and video recorded
13. Ensure any vehicles involved are seized and secured pending consent or search warrant.
14. Ensure physical evidence at the scene is identified, collected, and the chain of custody is maintained.
15. Ensure all original radio recordings and dispatch logs are seized, secured, and transcribed.
16. Ensure all original 911 recording and 911 logs are seized, secured, and transcribed.
17. Ensure the scene is measured and a diagram constructed.
18. Coordinate on-scene media relations. Release of any information to the media will be coordinated and approved by the Director.
19. Coordinate on-scene briefings and inform supervisors of case progress.

C. *Involved officer investigation procedures.* All officers directly involved in a use of deadly force incident will be treated in the following manner:

1. After other officers secure the scene, any involved officers will be removed from the scene as soon as possible to a designated location.
2. The involved officers will be photographed in the clothing and equipment worn during the use of deadly force.
3. If possible, photograph any injuries to the involved officers at the medical facility and/or the office.
4. Seize the involved officer's clothing, shoes, vest, leather gear, and digital recorder and/or camera but only if deemed necessary for evidentiary value and retain until released by the Division Director in cooperation with the Department of Law. This may include weapon, badge, audio recorder, etc. The reason for the seizure shall be explained to the involved officer.

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- a. If probable cause exists suggesting criminal wrongdoing on the part of the involved officer, investigators shall apply for a search warrant for blood and urine. A search warrant will not be sought for the involved officer's blood and urine if there is no indication of criminal wrongdoing. In cases where blood and urine is seized by search warrant, the samples will be submitted to the SOA Crime Lab.
 - b. Involved officers will be required by the Department, to provide samples of blood and urine for the department's internal administrative review. This collection will not be ordered or supervised by criminal investigators. This blood and urine draw is mandatory. If an employee refuses to provide a blood and urine sample they may be subject to appropriate discipline under OPM 111. The blood and urine will be seized by a DPS supervisor at a medical facility and will be sent to the Office of Professional Standards (OPS). OPS will facilitate the testing of the blood and urine at a licensed medical facility. The blood and urine will be tested in every instance of administrative seizure. The results will be provided to the Director's Office to be used in the Formal Command Review Stage.
5. Any seized uniform part, weapons, or equipment will be replaced as soon as possible. The designated support officer (See D below) will liaise with the involved officer's chain of command to ensure this occurs in an expeditious manner. The duty weapon will be replaced at the scene as soon possible; however, the officer will not leave the scene unarmed unless medically necessary.

D. *Employee support procedures.*

1. DPS will ensure the involved officer(s) have an opportunity to contact their family or offer to make notification for them in such a way that the family is not traumatized by the notification. If the officer is injured and cannot make the notification or give direction as to notification, a command officer will determine the best method of family notification. Command will make family notifications a high priority to ensure that the family is notified by the department and not through the media or other well-intentioned friends or representatives. There will be efforts to have a department representative remain with or transport family to the medical facility. Personal notification is the preferred method of the department.
2. Support officer. As soon as reasonably possible, the commander of the involved officer(s) or supervisor in the absence of the commander will designate a department employee to function as a support officer. The involved officer shall be consulted and have input as to the selection of the support officer. If multiple officers are involved, the commander will determine the best option for either a single or multiple support officers. The support officer's primary mission will be to explain procedures and to provide support. The support officer will act as liaison when needed between the involved officer and command. Command will impress upon the support officer the importance of this assignment. The support officer will not have any authority as to

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the direction of the investigation so as to remain completely neutral and supportive, but will be able to provide suggestions to Command and Investigators regarding timing of actions and requests as well as the physical and mental condition of the involved officer. Command will provide the involved and support officer with a [pamphlet](#) outlining this chapter so the officer will understand the investigative process.

3. A commander will assign the involved officer to administrative leave for a minimum of three (3) days up to five (5) days, in addition to their regular days off. See 118.610 (A). VPSOs assignment to administrative leave will be at discretion of the employer based upon their policies.
4. The names of involved officers will not normally be released to the media by the Department for a seventy-two (72) hour period following the incident. After seventy-two (72) hours the name of the involved officer(s) will be released by the Director's office. For VPSOs the name will be released in consultation with the employer.
5. An officer involved in the use of deadly force may wish to meet with other individuals, counselors, chaplain, or stress debriefing groups; however, at no time shall such meetings interfere with the on-going investigation. No guarantees can be made that such conversations will remain confidential outside of the context of a privileged conversation.
6. A commander or higher ranking officer will attempt to communicate face to face with the officer for the purpose of demonstrating departmental support for the officer. The administrator will not comment on the situation or make any premature statements regarding the legal or internal affairs matters but may show concern and empathy for the officer and/or family during the very stressful experience.
7. The support officer must reside in the same geographical area as the involved officer/family and must not be on personal leave or involved in training or other duties that would prohibit them from being able to serve in this capacity.
8. All department employees involved in the incident, either at the scene or in support roles (dispatchers, supervisors, etc.) will be encouraged to attend a critical incident stress debriefing (CISD) within seventy- two (72) hours (See OPM 114). The CISD may include the officers that used deadly force in the incident if their formal investigative interview has already been conducted (See 118.610 (D)). Whenever possible, consideration should be made into assigning command staff personnel from outside the involved detachment to help facilitate the CISD to allow involved detachment command staff to focus on other priorities.

E. Duties of the support officer.

1. The support officer will read and be familiar with the relevant contents of OPM 118 and the pamphlet.

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2. The support officer will not have any authority as to the direction of the investigation.
3. During the first 72 hours following the incident, the support officer will be available 24/7 to meet the needs of the involved officer and/or their family. This includes the use of department vehicle(s) to provide transportation, if necessary, to the involved officer and/or family members. Standby pay for the support officer is authorized during this time.
4. The support officer will remain completely neutral and supportive but will be able to provide suggestions to command and investigators regarding timing of actions and requests as well as the physical and mental condition of the involved officer/family.
5. The support officer will not bar direct communication with the involved officer/family that is initiated by the involved Trooper's Detachment Commander or a commissioned officer bearing the rank of Major or higher.

F. Detachment commanders to follow investigation. Detachment commanders are to remain briefed on the status and developments of the ABI investigation as it is proceeding. Commanders are expected to be closely aware of the essential details of the incident and the investigation through its conclusion.

G. Departmental Administrative Force Review. The Office of Professional Standards (OPS) will conduct an administrative force review of the incident.

1. This review is limited in scope to a review of departmental policy, procedures, and rules in relation to the incident. It is not intended to be a separate or parallel investigation.
2. If any potential policy violations are identified, the appropriate Division Director will be notified and the Department complaint process may be followed in accordance with the employee's collective bargaining agreement. [Ref [OPM Chapter 111 Department Investigations and Disciplinary Procedures](#)]
3. OPS investigators will have access to the ARMS incident and will obtain through ARMS copies of statements, reports, and other findings. Requests for copies of videos, audios, and/or photos will be made by OPS through the appropriate property manager.

118.610 POST-INCIDENT OFFICER SUPPORT

A. Administrative leave. The involved officer will immediately be afforded three (3) days up to five (5) days of administrative leave from regular duties in order to seek support and/or counseling services to adjust to the circumstances of the deadly force incident on a personal and familial level. During the administrative leave period the officer(s) will be required to provide the department with contact information; however, may participate in a formal interview, may participate in a CISD event, and may participate in a mental health consultation. The department

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will make every effort not to contact the officer regarding any routine case work or assignments. VPSOs assignment to administrative leave will be at discretion of the employer based upon their policies.

B. *Post-incident intervention and education session.* The involved officer will be required to attend a post-incident intervention and education session with a mental health professional within seven (7) days if at all possible. The department will provide the officer with an appointment for the [post-incident intervention and education session](#). The department will pay for this session. The post-incident session is a privileged communication between the mental health professional and the officer involved. This will not be a complete psychological battery of tests as during the hiring process. The only requirement from this session will be a notification to the department that the session occurred or if the officer is reacting abnormally in the aftermath of the deadly force event. The department will pay for a follow-up session; if additional appointments are needed the supervisor should consult with DPS Human Resources. The officer may also be advised of other mental health assistance services through the State of Alaska [Employee Assistance Program \(EAP\)](#) and will be encouraged to seek out any services the officer feels is necessary for their mental health. The decision to seek further mental health assistance is a sign of maturity and the professional recognition that the use of deadly force can cause unseen stresses upon an officer. VPSOs requirement under this section will be at discretion of the VPSO employer based upon their policies.

C. *Fit-for-duty evaluations.* Mandatory fit-for-duty evaluations will only be required if the involved officer exhibits signs of abnormal stress or aberrant behavioral actions that affect their performance or cause concern for the officer's safety. Supervisory and command staff will be required to justify this action to the director's office. The Director's office and VPSO Coordinator will consult with the VPSO employer before requiring a fit for duty evaluation. If justified, the officer will be required to see a doctor of the department's choosing and the department will pay for the exam. The doctor will let the department know, in writing, if the officer is fit for duty. If the doctor determines the officer is not fit for duty, the doctor will provide the following additional information to the department:

1. The prognosis of when the officer will be able to return to full duty.
2. Whether the officer is able to perform limited duty on a temporary basis.
3. A determination that the condition is or is not work related.
4. A recommendation for re-integration to the workforce.

D. *Critical incident stress debriefing.* A critical incident stress debriefing (CISD) will be conducted by qualified and trained personnel after investigators have conducted initial formal interviews. All efforts will be made to conduct the CISD within seventy-two (72) hours. This is a voluntary participatory action and is not the same as a tactical debrief. The CISD may not include the officers that used deadly force in the incident unless their formal investigative interview has been conducted. Specific detailed information about the event will not be disclosed. The purpose of the CISD is to allow all involved employees to express and share feelings and emotions about the incident in general

as they cope with the aftermath. (See OPM 114)

118.620 FORMAL INVESTIGATIVE INTERVIEW

A. Interview. In most cases, a formal in-depth interview will not be conducted with the involved officer for at least forty-eight (48) hours, unless the involved officer desires an earlier interview. The involved officer may also request that the formal interview take place later than forty-eight (48) hours following the incident. The involved officer will be afforded all the constitutional rights and privileges of any citizen.

The ABI investigator will conduct a recorded interview with the involved officers regarding the circumstances surrounding the use of deadly force. To ensure the voluntariness of an interview with the officers involved, the investigator shall make the following advisement to the officers:

1. "Do you understand that you are not in custody, and are free to discontinue this interview at any time?"
2. "Do you understand you are not obligated to talk to me, and you are free to leave at any time?"

B. Statement. The involved officer will not be compelled to provide an interview or to write a report during the criminal investigative stage. The involved officer will not be asked or directed to sign a "Garrity" waiver. The involved officer will be advised that they can contact and/or have an attorney or bargaining unit representative present or seek outside advice.

Unless the involved officer is in custody, they will not be given a Miranda Warning. If subsequent interviews or questioning is required by the investigators, notification will be made to the officer in writing (including email with receipt) with at least forty-eight (48) hour notice, unless probable cause has been established that the officer may have committed a crime.

The use of deadly force is a traumatic event for the officer(s) and their family. The department will do everything possible to prevent any feelings of anxiety or unease. During the investigation and interview, the involved officer will be treated professionally, respectfully, and with regard due to one who has had to use deadly force while carrying out their professional responsibilities. The involved officer will be allowed an opportunity for reasonable rest periods and will not be interviewed under stress or fatigue. The officer will be treated with the same professional demeanor as any other victim and/or witness.

C. Interview Techniques. If the investigation reveals that the involved officer has committed a crime or has deliberately lied, other interview techniques may be employed. This change in interview techniques requires notification and permission of the Alaska Bureau of Investigation commander or their designee. The Alaska Bureau of Investigation commander will make notification to the Director's Office if this is considered necessary.

D. Departmental Administrative Force Review Interview. The involved officer will not be

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interviewed by OPS as part of the Force Review. OPS will review the criminal investigation interview and, if necessary, speak to the ABI investigators. In the event potential policy violations are identified, the applicable Director's Office will be notified and Administrative Investigation initiation procedures should be considered in accordance with [OPM Chapter 111 and the Department Investigations Manual](#).

118.630 DIRECTOR'S OFFICE REVIEW

A thorough investigation is in the best interest of the involved officer and the department and is expected by the public. Investigators and Command will ensure that a complete and professional investigation is conducted of the involved officer's actions. This portion of the criminal investigation will be completed as soon as possible and is not contingent upon the conclusion of the entire criminal investigation.

A. Office of Special Prosecutions review. After the homicide investigation of the involved officer's action is completed, the information will be submitted to the Office of Special Prosecutions for review to determine the legality of the officer's actions. The involved officer may be exonerated, may be charged with a crime(s), or not charged due to lack of evidence.

B. Administrative Force Review Memorandum. At the conclusion of the OPS Force Review a memorandum will be authored by the OPS Supervisor and presented to the applicable Director. If an AI is conducted, the case will be presented to the Force Review Board after the review and conclusion of the AI. If no potential policy violations are identified the memorandum will request permission to convene a force review board as described in section 118.640.

C. Detachment commander's review and analysis. Detachment commanders are expected to be closely aware of the essential details in the ABI use of deadly force investigation as it is ongoing and provide review and analysis to the director's office when necessary. Unless extenuating circumstances exist, all components of the written report will be made available to the appropriate commander for timely review.

D. Timeline and notification. Absent unusual circumstances, it is expected that this review will be completed within 30 days from the receipt of the written Office of Special Prosecutions review. After the initial 30 days OPS will inquire with the Director's Office every 14 days as to the status of the review so as to expedite resolution of the incident. The employee will be formally notified as to any outcomes, decisions, or determinations to date. If the officer involved is charged with a crime or suspected of a crime or policy violation, an Administrative Investigation (AI) will be opened and may be held in abeyance until the criminal investigation is completed. The AI may also be held in abeyance if prosecutorial action is being taken against another party involved in the case.

118.640 FORCE REVIEW BOARD

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- A. *Convening a force review board.*** The review board is not an investigative entity to uncover policy violations by the involved officer(s). A review board will be convened at the request of the Division Director in every line of duty incident involving the use of deadly force. Review boards may also be convened in line of duty incidents involving other discharge of firearms, with the exception of training or to dispatch an injured animal. The review will be the responsibility of OPS. The review board is separate and distinct from any criminal or administrative investigation. The intent of the review board is to determine if procedures, policies, tactics, training, and equipment were appropriate.
- B. *Selection of board members.*** The Review Board members may include the following:
1. The OPS Supervisor or designee, who will chair the board;
 2. One DPS commissioned personnel assigned to the Public Safety Academy;
 3. One DPS commissioned personnel selected by the Division Director (if possible, from a different detachment); and
 4. One DPS commissioned personnel selected by the involved officer. If more than one officer is involved, all involved officers must select the fourth member of the board. If the officers under review cannot agree, each officer shall select one DPS commissioned officer. The selected officers will then consult to select a representative to serve on the board. VPSOs may select a DPS commissioned personnel or another certified VPSO.
 5. For VPSOs the Division Director will work with a VPSO grantee to select a representative for the grantee to sit on board.

The OPS will be responsible for official notification to personnel selected to serve on the board and for informing the officer(s) involved as to the names of chosen Review Board members.

C. *Review of incidents involving multiple officers.* A single board may review an incident involving multiple officers. The board shall specify if findings and recommendations are based on a particular officer's actions rather than all officers involved.

D. *Board responsibilities.* The review board will determine if the officer under review discharged a weapon or deliberately used deadly force, and shall review existing department policies, procedures, tactics, equipment, and training that may have affected the incident under review and shall make its conclusions known in its final report.

If at any point during the review board process, a policy violation is uncovered, the review board will return the case to the Director with an explanation. The Director's Office will determine a course of action. (See OPM 118.630)

The board may make recommendations for commendation in accordance with OPM 112.

E. *Notices required prior to hearing.* The OPS shall notify the involved officer(s) and

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witnesses in writing at least 24 hours before the time set for appearance at the review board.

F. *Review board hearing protocol.* The following rules will apply to hearings conducted by the Review Board:

1. The technical rules of evidence do not apply to board proceedings. The chairman shall rule on questions of evidence and determine whether documents, testimony, or other evidence will be excluded because of lack of reliability, delay, waste of time, or because it is cumulative.
2. The chairman will read into the record:
 - a. The appropriate section(s) of the OPM and/or SOP that may apply to the circumstances;
 - b. Each board member's name and method of appointment; and
 - c. The names of any other person(s) present.
3. All witnesses:
 - a. May be questioned by members of the board;
 - b. May not be asked off-the-record questions;
 - c. Will be excluded except while giving testimony;
 - d. Shall remain available for recall;
 - e. Will normally be called to appear in person before the board; however, the chairman may allow a witness to testify telephonically or by deposition to avoid delay or undue expense; and
 - f. Non-DPS employees will be required to swear or affirm that the testimony given in the proceeding is the truth.



G. *Review board deliberations.* Review Board will use a deliberative process to reach its conclusions.

1. After hearing testimony and reviewing documentary evidence, the board will meet in closed session to discuss the incident.
2. Each member of the board will candidly discuss their observations and assessments with the chairman so that a single memorandum can be prepared containing their findings and conclusions, supported by testimony and evidence, as to procedures, policies, tactics, training and equipment employed by the involved officer(s) and recommendations regarding the same as well as any commendations for action during the incident.

H. *Review board report.* The chairman will compile a final report to the Division Director containing:

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1. A summary of the review process leading up to convening the board;
 2. A summary of the incident based on the testimony and evidence considered by the board;
 3. A copy of all reports, photos, diagrams, and other documentary evidence considered by the board;
 4. A complete audio recording and any transcriptions from the board proceedings; Any recommendations by the board to examine or change procedures, policies, tactics, equipment, or training; and
 5. Any commendations for actions during the incident.
- I. *Director's actions following review of board report.***
1. The Director will review the board's report and determine the appropriate action based on the board's recommendations. For VPSOs the Director will review and discuss the report with the grantee representative.
 2. Upon completion of the Director's review, the director will notify OPS to release a confidential copy of the report to the board participants.
 3. The review board report, along with the Director's action, will be filed with OPS.
- J. *Timeline.*** Absent unusual circumstances, it is expected that this review will be completed within thirty (30) days from the date of assignment.
- K. *Dissemination of lessons learned.*** The Director will take actions to disseminate lessons learned to appropriate command staff and command personnel as necessary. At director's discretion, a presentation from OPS regarding the force review board may be requested to be given to command personnel.

DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 217	WEAPONS CARRY	
	Effective: 3/16/2022	Commissioner Approval: 
	Authorities:	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions: See OPM 232 & Firearms Procedures Manual (FPM)	

217.100 INTRODUCTION

This chapter establishes the policy regarding authorized possession and carry of weapons while on duty. This chapter also establishes a prohibition against the introduction of firearms into the department workplace, except under strictly controlled circumstances.

217.300 OVERALL STANDARD

Except as otherwise provided for in this policy, employees of the department may not carry or transport firearms while on duty or in a DPS facility or vehicle including a personal vehicle being utilized for work purposes. Neither the statutory provisions allowing the carriage of concealed weapons by persons not otherwise legally barred nor the possession of a concealed handgun permit create an exception to this policy. When assigned to do so, departmental officers may handle or transport weapons for specific work purposes.

217.310 FIREARMS AND AUTHORIZED FIREARMS

A. Officers required to be armed while on-duty. Officers are required to be armed with an issue handgun while on-duty in uniform, unless otherwise ordered by the court while testifying or unless attending formal functions in dress uniform. While on-duty other than in uniform, officers are required to be armed with either the issue handgun, or with an authorized personal handgun. While on-duty other than in uniform the handgun carried will be concealed at all times except when engaged in outdoor activities.

B. Off-duty Officers authorized to be armed. Troopers and Deputy Fire Marshals, who are certified under APSC as police officers, are authorized to apprehend criminals and preserve law and order while off-duty. Accordingly, every trooper and Deputy Fire Marshal certified under APSC is authorized to carry his badge and regular issue handgun, or other approved personal handgun while off-duty. Commanders may impose the requirement that off-duty troopers under their command be armed at all times. Except while engaged in outdoor activities, handguns shall be carried concealed.

C. Shotguns and rifles in patrol vehicles. Shotguns and rifles shall be fully loaded when being carried in patrol vehicles except that no shell shall be placed in the chamber, and they shall not be left in unattended vehicles unless the weapon is secured.

D. *No weapons to be unsecured.* Weapons not in the immediate control of an officer shall be secured in appropriate retention devices.

E. *Automatic weapons.* Automatic weapons may only be carried by an officer who has the written approval of the Commander or who is a current active member of SERT, and only after the officer has qualified with the weapon on the appropriate SERT automatic weapons qualification course.

217.320 ARMED CIVILIAN PILOT

It is permissible for civilian pilots to be armed during the performance of their duties but by no means does this policy require civilian pilots to be armed. It is the intent of the policy to permit pilots to be armed during flight missions only. During the course of their duties, they are often unaccompanied by commissioned personnel while flying in remote regions of the state and require a firearm for survival and protection.

A. *Training and identification.* Only those personnel who have received Department approved training will be permitted to carry a weapon. While armed, Department issued identification will be required.

B. *Equipment and qualifications.* The Department will provide the weapon, ammunition, and appropriate gear. No other weapon, ammunition, or gear will be permitted without approval of the Director or designee.

For handguns, annually three qualifications at different dates must be conducted by each employee one of which must be supervised by a Department approved firearms instructor. Pilots choosing to participate in this training must demonstrate proficiency and safety. Training records will be entered into APSIN with a hard copy of the qualifications placed into the employee respective personnel file.

C. *Weapon secured.* When not involved in flight duties, on RDO's, or while on leave, the weapon will be secured in Department approved containers. Should flight duties necessitate the pilot possess the weapon while away from the aircraft, it shall be concealed in manner which prevents its detection. Pilots will immediately declare they are armed when in contact with law enforcement, additionally pilots are not authorized to carry a weapon into areas not permitted by law, i.e. courts, schools, banks, and buildings where posted. It is not permissible for pilots on missions originating or ending out of state to be armed. If a civilian employee is traveling commercially, the weapon/ammunition must be declared and checked per FAA regulations as luggage.

D. *Violations.* Pilots found in violation of this policy or who are unable to demonstrate proficiency and safety will not be permitted to carry a weapon as outlined in this section.

217.330 FIREARMS ON COMMERCIAL AIRCRAFT

A. *Firearms on aircraft limited to certain officers.* Transportation Security Administration (TSA) and commercial airline policies generally do not permit firearms, loaded or unloaded, in

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the passenger cabins of aircraft or in any secure area. However, law enforcement officers may fly armed under certain conditions. Law enforcement officers are permitted to carry deadly weapons aboard scheduled or charter passenger aircraft where security screening is required when it is necessary to have a weapon accessible in connection with the performance of duty during the period of time it would otherwise have been placed in checked luggage until returned after deplaning. Since commissioned personnel of DPS are deemed to be on duty at all times, this regulation has been interpreted by the TSA to mean that DPS officers may be armed while aboard aircraft operating in Alaska.

Others who may carry weapons on aircraft include federal law enforcement officers, certain other federal officials, local and state law enforcement or corrections officers actually escorting prisoners, diplomatic bodyguards, pilots who have completed the Federal Flight Deck Officer (FFDO) program, and certain other persons authorized by the airlines and the TSA.

B. *Requirements for armed travel within Alaska.* Commissioned personnel of the Department of Public Safety may carry weapons aboard aircraft within Alaska when:

1. The officer has advised the airline of the armed status;
2. The officer has official credentials for presentation upon request to airline personnel;
3. The officer can state that performance of duty requires access to a weapon during the time that it would otherwise be inaccessible in checked baggage or if on a prisoner trip;
4. The officer has complied with all Transportation Security Administration (TSA) regulations, which includes completing the TSA "Law Enforcement Officers Flying Armed" training program;
5. The officer has submitted an authorization request to TSA through the National Law Enforcement Telecommunications System (NLETS) and received a message notification with an NLETS number; and
6. The officer is not under the influence of alcohol or medications that would impair his judgment while aboard the aircraft. Nor may the officer have consumed alcohol within the previous eight hours.

When transporting prisoners on behalf of the state, officers from local law enforcement agencies must meet all of the above requirements.

C. *Requirements for armed travel out-of-state.* Generally officers will only be authorized to carry weapons aboard outside airlines while they are actually escorting a prisoner. Airlines may require that weapons be placed in checked baggage as a condition of transport.

Court Service Officers, who are not certified by APSC, traveling out of the State in plain clothes to conduct a prisoner transport will place their weapons in a checked bag unless they are actively transporting the prisoner.

D. *Transporting firearms in checked baggage.* No employee shall transport, or tender for transport, any unloaded firearm in checked baggage aboard an airplane, unless the passenger declares orally, or in writing, to the air carrier before checking the baggage that any firearm carried in the luggage is unloaded; and the firearm is carried in a locked hard-sided container. The airline will place a firearms notice within the bag.

E. *Officers may not consume alcohol while armed on aircraft.* No officer will consume alcoholic beverages while traveling armed aboard any aircraft.

F. *Pilot may refuse transport of armed officer.* The pilot in command has final authority regarding the presence of armed officers on the flight, and may refuse passage to armed persons. Officers who are refused passage shall document the incident and notify their immediate supervisor at the earliest possible opportunity. Officers may have to accede to airline demands to check firearms, or make alternate arrangements necessary to complete their travel. In no case are officers to argue the decision with airline flight crews or personnel. If contact with the airline concerning this incident is required it will be made only after a thorough supervisory review.

G. *Review of chapter required before travel.* Prior to any prisoner transport aboard a commercial airline, the primary (DPS) and any secondary (non-DPS) officers will review this chapter and any other DPS materials relating to travel while armed. See OPM chapter 216.340.

It is the responsibility of the primary officer to assure that any secondary officer has completed the required review of this chapter.

217.340 TRANSPORTING OC SPRAY AND TASERS ON AIRCRAFT

US D.O.T. classifies OC spray as a hazardous material that may be transported in the holds of commercial aircraft when properly secured. Unfortunately the regulations regarding the transport of these substances aboard aircraft are very complex and are poorly understood even by air carriers. Air carriers may refuse to transport OC spray if they become aware of its presence. Because the discharge of even a small amount of OC spray in the cockpit area of an aircraft could cause loss of control and a consequent crash, the following procedures restricting the transport of unsecured OC spray on aircraft have been developed.

A. *OC spray must be secured aboard aircraft.* Officers will not carry OC spray aboard any aircraft unless it is securely stowed such that it cannot present a threat to aircraft or passengers.

B. *Use of OC spray transport can.* DPS posts have been supplied with unused one-quart paint cans for use in transporting OC spray aboard aircraft. The OC spray canister, either with the leather holster or without, shall be placed in the can and the lid pressed firmly onto the can. The lid to the can may be pried open with a tool or a key upon deplaning. The can must be placed in checked baggage on commercial aircraft, or securely stowed on Department aircraft. When traveling on small aircraft, consideration shall be given to placing the luggage containing OC spray in wing or external lockers.

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For situations requiring extra security, the lid retaining clips may be applied to the rim of the can with a hammer. These clips allow the cans to meet DOT, Postal Service, and UPS standards for the transport of hazardous materials. If the clips are used, pliers or a screwdriver will be required to open the can.

C. *Officers must use judgment.* Use of the cans should ease the difficulties of transporting OC spray to the many remote locations served by the Department. However, the use of the cans does not eliminate the need for officers to exercise good judgment in determining when to transport OC spray, and in working out the concerns of any pilots or commercial carriers. Officers shall not argue with airline personnel if the transport of OC spray becomes an issue. Instead, officers shall take appropriate actions to complete their primary assignment and report the incident to their supervisor.

217.350 AIRPORT SECURITY SCREENING



A. *Secure airport areas entered only through screening points.* Officers will enter sterile areas of airports only through screening points and never through concourse exits. Officers issued airport facility credentials may use other access during the performance of their duties.

B. *Bypass of airport security screening by armed officers.* Armed officers may bypass the screening process at airport security screening points only by presenting bona fide credentials to the screener or law enforcement officer in charge of the checkpoint and advising this person that he or she is armed. This procedure applies to uniformed and non-uniformed officers alike.

C. *Unarmed officers receive regular screening.* Unarmed officers will submit to screening in the same manner as any other passenger.

D. *Prisoners required to be screened.* All prisoners being escorted are required to be screened. Restrained prisoners will be hand-searched by security personnel.

E. *Screening violations are a federal crime.* Failure to properly screen in accordance with regulations is a federal crime and can result in fines totaling \$10,000.00 for each individual violation.

DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 232	WEAPONS STANDARDS & TYPES	
	Effective: 11/06/2023	Commissioner Approval: 
	Authorities:	
	Applicability: OFFICERS	
	Special Instructions: See OPM Chapters 107, 217, & FPM	

232.100 INTRODUCTION

This policy establishes the standards assigned to weapons authorized by the department. Standards include qualifications, training, and maintenance.

232.300 FIREARM PROFICIENCY

A. *Officers must be trained with authorized weapons.* No officer is authorized to carry a weapon for which they have not been properly trained. The instruction must be provided by DPS Instructors and be DPS approved.

1. All officers must complete the DPS Shotgun Course prior to being authorized to carry any shotgun in the course of their duties.
2. All officers must complete the DPS Patrol Rifle course prior to being authorized to carry any patrol rifle in the course of their duties.
3. SERT: Instructions and instructional materials related to weapons systems not already covered in this section may be unique to SERT specialized weapon systems. Any firearms instruction provided to SERT officers must be Alaska Police Standards Council certified and the training must be properly documented in compliance with applicable OPM chapters.

B. *Qualification required.* All officers must remain proficient and qualify with each weapon they are authorized to carry, as specified in the [Firearms Procedure Manual](#).

C. *Supervised qualifications.* Officers must qualify under supervision with each weapon at least once each year. Other required qualifications may be unsupervised. During supervised qualifications the firearm instructor may deny qualification, irrespective of score achieved, to any officer who fails to abide by safety regulations or who in the instructor's judgment cannot demonstrate adequate gun handling skills. Malfunction clearance drills will be performed during all supervised qualifications **for each weapon they are authorized to carry, as specified in the firearms procedure manual.**

Since SERT qualifications are more difficult and to a higher standard than standard DPS qualifications, supervised SERT Qualifications can serve as the officer's annual qualifications for all weapons. The SERT qualifications will be clearly delineated on the [Firearms Qualification Record](#) and in the ACADIS Training Data entry.

D. Failure to qualify during supervised qualifications.

1. During supervised qualifications, officers will be allowed no more than two attempts in one day to successfully complete a qualification for each weapon system. The Firearm Instructor has full discretion in determining how much time must pass between each attempt to qualify on any given day.
2. Failure to qualify within two attempts with a personal weapon, whether carried on duty or off duty, will result in the officer no longer being authorized to carry that weapon. The scores related to the failures to qualify will be recorded in the ACADIS Training Record System. Any previously received authorization for the carrying of the weapon will be considered revoked.
3. Failure to successfully qualify with any issued weapon will result in the following course of action:
 - a. First failure to qualify.
 - i. Following the first failure with a department-issued weapon; the officer's unsatisfactory scores will be recorded for entry into the ACADIS Training Record System. The Firearm Instructor will notify the Detachment/Bureau Commander in writing (either memo or E-mail) of the officer's failure. The Firearm Instructor will also outline a training course of action for the officer.
 - ii. The officer will be required to qualify during a supervised qualification within thirty days, excluding periods of annual leave, sickness, court testimony, or other extensions granted by the Detachment/Bureau Commander.
 - iii. Remedial training will be made available to the officer through coordination with the Detachment/Bureau Commander and a Firearm Instructor. The Firearm Instructor will provide the officer with instruction as to what methods and techniques are necessary to improve the officer's performance. It will be the officer's responsibility to coordinate with the Firearm Instructor to schedule additional attempts to qualify.
 - iv. Failure to qualify within a thirty-day period (listed below) may be used as grounds for withholding merit increases or other administrative action.
 - b. Second failure to qualify.
 - i. Following the second failure to qualify with a department-issued weapon; the officer's unsatisfactory scores will be recorded for entry into the ACADIS Training Record System. The Firearm Instructor will notify the Detachment/Bureau Commander in writing (either memo or E-mail) of the officer's second failure.

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- ii. The Detachment/Bureau Commander, or a designee, will issue a Memorandum of Instruction to the officer outlining the failure to qualify and providing guidance as to a course of action to achieve a successful qualifying score.
 - iii. The officer will be required to achieve a qualifying score within thirty days of the second failure. No extensions of time will be provided minus extraordinary circumstances. All reasonable attempts will be made to provide one-on-one training with a Firearm Instructor. It will be the officer's responsibility to coordinate with the Firearm Instructor to schedule additional attempts to qualifications.
- c. Third failure to qualify.
- i. Following a third attempt to qualify with a department-issued weapon; the officer will no longer be authorized to carry that weapon in the line of duty. The Firearm Instructor will notify the Detachment Commander immediately, in person or via phone, of the failure. The notification will be followed up later in writing (either memo or E-mail) explaining the Firearm Instructors observations regarding the officer's failure to qualify.
 - ii. The scores related to the failure to qualify will be recorded for entry into the ACADIS Training Record System.
 - iii. The Detachment Commander will consult with the Division Director to determine a course of action to follow concerning the officer's inability to qualify.
- d. Failure of an officer to qualify may be used as grounds for administrative action, including dismissal.

E. *Scheduling of qualifications.* Courses of fire that are scheduled for two or three times yearly require qualification at two or three different times of the year, respectively.

F. *Qualification while on-duty.* On-duty officers may be called upon at any time to qualify in any prescribed course of fire with any firearm they are authorized to carry or any standard firearm used by the department.

G. *Failure to report for or perform required qualifications.* An officer who, having been properly notified and having no duty conflict or excused absence, fails to report for a supervised qualification or fails to perform an unsupervised qualification may be subject to discipline up to and including dismissal. The following outlines the policy for rescheduling missed qualification events and the consequence for such action.

1. When an officer of the department fails to report for scheduled supervised qualifications, such an action will be reported to the officer's Detachment/Bureau Commander.

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2. If it is determined that the officer was not properly notified or had duty related conflicts or an excused absence (annual leave, sick leave, etc.), the Commander will coordinate with the Firearm Instructor to arrange a “makeup” session.
3. If it is determined that the officer was properly notified and did not experience a duty related conflict or excused absence, the Commander will provide a Memorandum of Instruction to the officer outlining what actions the officer must follow to achieve compliance with the department’s directives related to firearm qualifications. The officer will be directed to arrange a “makeup” session with the Firearms Instructor to be conducted at a time that is convenient to the Instructor. An officer who has a documented history of failing to follow prior directives will be subject to disciplinary action for failing to comply with qualification event.
4. If an officer fails to report for a second or subsequently scheduled supervised qualifications, and was not experiencing any duty-related conflicts or excused absence, the officer’s Detachment/Bureau Commander will initiate appropriate disciplinary action.

H. *Qualification recorded in Training Records System.* Firearms qualification scores of all officers will be entered into the Training Records System.

I. *Authorization to wear the firearms expert patch.* The “expert” uniform patches or pin may be worn in accordance with Chapter 102 by officers with a score specified in the firearms procedure manual for issued firearms during supervised qualifications. The patch or pin will be removed immediately after the officer fails to shoot an expert score during any subsequent supervised qualification.

232.310 CHEMICAL WEAPONRY, EXPLOSIVES AND DISTRACTION DEVICES

A. *Devices exempted from section.* The provisions of this section do not apply to the use of OC spray or projectiles, or to the use of "shell crackers", "seal bombs", or other distraction or explosive devices for animal control purposes.

B. *Approved training required.* Only officers having received department approved training may possess chemical weapons, explosives, or distraction devices. Refresher training is required at least once every five years.

C. *Consideration of risk prior to use.* Chemical weapons, explosives and distraction devices present hazards to department personnel, suspects, hostages, innocent bystanders, as well as property. Before their use officers should carefully consider the risks.

D. *Commander notice required.* Although the officer in command of an incident has the authority to authorize the use of chemical weapons, explosives or distraction devices without prior approval, every effort shall be made to consult with Command personnel and to notify the Division Director prior to the use of these devices when practical. Where such prior notice and consultation was impractical, notice shall be provided to the Division Director as soon as possible after the use of these devices.

E. *Deployment of chemical weapons.*

1. Where available, and when practical, appropriate medical personnel and fire-fighting equipment shall be staged near the scene prior to use of chemical weapons.
2. A trained officer will determine the type and amount of chemical agent (CS) that can be used, and whether it will be fired, launched, or thrown.
3. Only trained officers shall fire, launch, or throw chemical weapons.
4. An officer launching or throwing chemical munitions shall keep an accurate count of the number of munitions used and shall recover these spent munitions after the incident.
5. All officers involved shall wear appropriate protective gear.
6. Outdoor use of CS or HC (smoke) agents in either non-burning or pyrotechnic grenades or projectiles is approved. Circumstances may dictate the use of these pyrotechnic devices in an indoor environment as well. This will only be done in consultation with trained personnel and appropriate command staff.
7. When used outdoors for crowd control, chemical weapons are not to be launched or thrown directly at persons but are to be deployed upwind on the ground or away from persons.
8. Following exposure to chemical agents, persons is to be aided with decontamination and provided emergency medical treatment as needed.
9. After the incident is over the officer in charge shall direct a trained officer to initiate decontamination of the scene as appropriate.

F. *Use of distraction devices (Flash/Bangs).*

1. Only devices initiated with a mechanical fuse shall be used.
2. All officers using distraction devices or positioned within proximity of their discharge shall use eye and ear protection.
3. No device exceeding 5 PSI per manufacturer's specifications shall be used in a confined area.

232.490 LESS-LETHAL IMPACT SYSTEMS AND MUNITIONS

A. *Devices covered by this section.* Less-lethal impact munitions are flexible or non-flexible projectiles, fired from a 12-gauge shotgun, 37 MM & 40 MM weapons, intended to incapacitate a suspect with minimal potential for causing death or serious physical injury. Less-Lethal munitions are intended to assist in the reduction of injuries to officers and suspects during violent confrontations as well as to assist in the resolution of situations where in other methods of response might place members of the public or responding officers at unreasonable risk.

B. *Training and authorization required before use.* Only those officers authorized and trained in the use of Less-Lethal impact systems and munitions will be allowed to carry, deploy, or use those munitions against persons. Training courses must be approved by the department, certified through the Alaska Police Standards Council, and properly documented in compliance with applicable OPM chapters.

C. *Qualification required.* It is recognized that munitions launched from delivery systems such as 12-gauge shotgun, 37 MM or 40MM weapons can cause death or serious physical injury when directed at certain areas of the body, therefore all officers must remain proficient and qualify with each launching system they are authorized to carry during a supervised qualification, as specified in the [Firearms Procedure Manual](#). Policies governing supervised qualification standards will be followed as listed in section 232.300 (C-H)

D. *Pre-Deployment of Less-Lethal munitions.*

1. Officers may employ Less-Lethal munitions based upon their own knowledge and observations in accordance with department policy and State law. Under these circumstances, the officer assumes responsibility for their decision to employ the munitions.
2. Officers may employ Less-Lethal munitions on orders from an on-scene supervisor even when the officer employing the munitions lacks independent knowledge that such force is justified. Under these circumstances, the responsibility for the decision to employ the munitions is borne by the on-scene supervisor who ordered the use of the munitions.
3. Prior to the use of Less-Lethal impact systems, the weapon (12-gauge shotgun, 37 MM, & 40MM) utilized to launch the munitions will be completely unloaded of all standard ammunition. A second officer will verify the empty status of the weapon prior to the loading of the selected Less-Lethal munitions into the weapon. There shall be no exceptions to this procedure of the weapon is capable of firing lethal ammunition such as a 12-gauge patrol shotgun.
4. If the Less-Lethal impact munition contains a chemical such as OC or CS, appropriate protective gear should be worn by officers intending to effect an arrest of the suspect following its use.
5. The tactical deployment of officers intending to use Less-Lethal munitions shall be in a two-officer team, with one officer armed with a conventional firearm to act as cover officer.
6. It is recognized Less-Lethal munitions can cause death or serious physical injury when directed at certain areas of the body. Therefore, Less-Lethal munitions will generally not be directed at the head, neck, groin, knees, chest, spine, lower back, or elbows of suspects. Dependent upon the circumstances present, an officer may use Less-Lethal munitions as direct fire to any area of a suspect's body when the officer has determined that the threat level has risen to the point where deadly force is justified.

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7. Dependent upon circumstances present, an officer may use Less-Lethal munitions as direct fire at any area of a suspect's body when the officer has determined that the threat level has risen to the point where deadly force is justified.
8. After the use of Less-Lethal munitions against a person, that person shall be medically cleared as soon as practical.

232.500 OTHER WEAPONS

A. *OC Spray.*

1. The use of OC spray is authorized for those who have successfully completed department approved training in its use.
2. When in uniform officers shall carry the OC spray canister in the issue basket weave carrier matching the uniform belt.
3. Officers receiving unused full size OC spray canisters shall remove the transport safety seal and fire a single short burst to assure proper function before placing the canister into service.
4. Officers carrying OC spray are responsible for performing monthly maintenance on the canister. Monthly maintenance consists of shaking the canister vigorously and examining the canister for damage or evidence of leakage.
5. Whenever reasonable after OC spray has been used to gain control over a person, the officer shall allow the person to flush their eyes with fresh water and to wash the affected skin with soap and water. If symptoms persist for more than 45 minutes after application of OC spray medical attention must be sought for the person.

B. *Batons.*

1. Prior to carrying any baton, officers must successfully complete department approved training specific to the type of baton.
2. Officers are authorized to carry an approved collapsible straight baton at any time. When in uniform officers will carry the baton in a department issued carrier.
3. Officers shall not carry or handle any batons in a provocative manner or unnecessarily draw attention to their presence.
4. Intentional full power strikes (such as swinging, round house blows, or overhead chopping blows) to the head always constitute the use of deadly force. Other intentional blows to the head may constitute deadly force depending on the circumstances.

C. *Flashlights.* Flashlights may not be carried as weapons and are not to be used to strike any person except as a last resort in self-defense of the officer or another.

D. *Electronic control weapons (ECW).*

1. Officers who have successfully completed department approved training may be issued and use an authorized electronic control weapon.
2. Only department issued electronic control weapons may be carried or used by Officers.
3. Barring extreme circumstances, individuals will not be shot with an authorized electronic control weapon if they might fall from a high place, fall into hazardous substances or water, or be otherwise endangered during their brief period of incapacity.
4. Authorized electronic control weapons will not be aimed at a subject's face.

E. *Air powered OC projectile delivery systems.*

1. Officers who have successfully completed department approved training may be issued and use an air powered OC projectile delivery system.
2. Only department issued OC projectile delivery systems may be carried or used by Officers.
3. Projectiles from air powered OC projectile delivery systems will not be targeted at a subject's throat, head, face or eyes.
4. Unless there are no other target areas presented, projectiles will not be targeted at the base of the neck or spine.
5. Following use of an air powered OC projectile delivery system against a person, the person should be handled as required in 232.500 A 5.

F. *Miscellaneous weapons.* Officers are prohibited from carrying or using any weapons not specifically authorized by the OPM, including:

1. saps, billy clubs, kubotai, nunchuks, and weighted gloves known as "sap gloves"; and
2. electronic weapons other than those specifically authorized by the department (see OPM 107.900).

232.500 NON-ARMED COMBAT TECHNIQUES

A. *Training Required.* Each officer shall complete department approved instruction in physical methods of arrest during regularly scheduled in-service training.

B. *Exemptions Authorized.* The Division Director may exempt individual officers not in direct enforcement positions from this requirement.