



TOWN OF MACEDON POLICE DEPARTMENT

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| General Order: 502 | Effective Date: December 1, 2021 |
| Subject: Firearms | |
| Reference Standards: 6.2, 20.5, 41.3 | |
| Rescinds: GO 502 dated March 12, 2021 | |
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I. PURPOSE

- A. To define the Macedon Police Department policy regarding issued firearms. This is to include both the handgun, shotgun, and rifle.
- B. To define the covert firearms policy for personnel assigned to covert operations.
- C. To define firearms training and qualification both with on duty and off duty weapons.
- D. To define the Macedon Police Pistol Range policy.

II. POLICY

A. Service Handgun

- 1. All members authorized to carry department issued firearms will be issued a Glock Gen 4 G22 .40 caliber, auto-loading pistol, which will be carried while on duty. (Hereafter referred to as Glock 40)
 - a) Exceptions to section II-A1 will only be authorized by the Chief of Police or his/her designee.
- 2. The issued service ammunition will be .40 caliber, 165 grain, jacketed hollow

point ammunition. Only department approved and issued service ammunition is allowed to be carried in department issued handguns.

3. The weapon will be issued with three (3) .40 caliber magazines. The Glock 40 magazines have a 15 round capacity.
4. When on duty, the Glock 40 will be carried loaded. One round in the chamber and a full magazine in the weapon. The officer will carry two additional fully loaded magazines.
5. Each officer, depending on assignment, will be issued a departmental approved duty holster. Uniformed personnel will utilize the department issued holster while on duty. Officers engaged in department sanctioned details requiring a plain clothes or tactical assignment shall use the department issued or approved holster.
6. Each officer, depending on assignment, will be issued a department approved magazine pouch. Only department issued magazine pouches may be used when on duty. Officers engaged in department sanctioned details requiring a plain clothes or tactical assignment shall use a department issued magazine pouch.
7. Only department designated and certified armorers are authorized to adjust, repair, or alter department issued firearms.
 - a) No other person is allowed to adjust, repair or alter any issued firearm.
 - b) Tampering with or modifying department issued firearms is strictly prohibited.
8. Each of the Glock 40 pistols is issued with a key operated cable locking device.
 - a) The key operated cable locking device or a gun safe will be utilized by all officers while the department issued weapon is being stored at their residences while off-duty.
9. Each of the Glock 40 pistols is issued in a plastic carrying case with four optional grips. It is the officer's responsibility to store and maintain the carrying case at the police department and in the condition in which it was issued. Officers will notify the department firearms officer of any problems

with the case.

10. Each officer is issued a tactical flashlight which will be mounted on the Glock 40 while on duty. The on-duty requirement of this policy will be optional for personnel when covert or other specialized assignment circumstances dictate with authorization of the Chief of Police or his/her designee.
11. Personnel are advised that only those individuals who are assigned to full time or part time police duties are authorized to carry a department owned firearm while off duty.
12. Use of the Macedon Police Department issued handgun for off-duty or supplemental employment is prohibited unless authorized by the Chief of Police.

B. Department Shotguns

1. The department shotguns are Remington Model 870 Police, 12 gauge, pump action, with 18" barrel assigned to the road patrol.
2. All shotguns will be identified using the manufacturer's serial number. A log will be maintained by the firearms officer as to the vehicle number to which the gun is assigned.
3. Shotguns will remain loaded with 00 buckshot in the magazine. The chamber will remain empty, the trigger depressed, and the safety on. Each shotgun will have six (6) slug rounds, loaded on a side saddle carrier and affixed to the receiver for use as a backup.
4. Only department approved and issued service ammunition is allowed to be carried in department issued shotguns.
5. The firearms officer will ensure that shotguns are cleaned and inspected at least once a year and/or after each in-service training session. A log will be maintained indicating the date(s) cleaned and overall condition.
6. It will be the responsibility of each on-duty supervisor to maintain accountability of shotguns removed from vehicles due to the vehicle being removed from the facility for repair or being assigned to training where said shotgun is not required.

- a) All shotguns removed from vehicles will be stored, unloaded, in the firearms cage.
- 7. Personnel assigned to a vehicle equipped with a shotgun will check it at the beginning of his/her tour of duty and ensure that the shotgun carried in the vehicle is in a safe condition and is properly loaded.
- 8. Shotguns will be handled in a safe and careful manner, as with any other weapon.
- 9. Except in very extreme circumstances, personnel will not enter any building during business hours or when authorized persons are present, carrying a shotgun.
- 10. Shotguns will not be taken into any private dwelling except in very extreme circumstances.
- 11. If the shotgun is discharged, standard firearm discharge procedures will be followed.

C. ROAD PATROL RIFLE

- 1. The department issued road patrol rifles are:
 - a. The Colt or Bushmaster M-4 with a 14.5 inch barrel, .223 caliber (5.56), semi-automatic rifle carbine equipped with rifle sights, red dot optics, and a single or double point rifle sling. (Hereafter referred to as a patrol rifle)
 - b. Exceptions to section II-C1 will only be authorized by the Chief of Police or his/her designee.
- 2. All patrol rifles will be identified using the manufacturer's serial number. A log will be maintained by the firearms officer as to the sworn department member to which the gun is assigned.
- 3. The issued service ammunition for the patrol rifle is 55 grain .223 caliber tactical bonded hollow point cartridges. Only department approved and issued service ammunition is allowed to be carried in department issued patrol rifles.

4. Rifles will remain loaded with twenty-eight (28) rounds of department issued .223 ammunition in the magazine. The chamber will remain empty, bolt forward, dust cover closed; the safety selector switch in the safe position. Each rifle will have four (4) additional magazines containing twenty-eight (28) rounds of department issued .223 ammunition to be carried in the department issued GO bag.
5. The firearms officer, a designated patrol rifle instructor or department armorer will ensure that patrol rifles are cleaned and inspected at least once a year and/or after each in-service training session. A log will be maintained indicating the date(s) cleaned and overall rifle condition.
6. Personnel assigned a patrol rifle will check it at the beginning of his/her tour of duty to ensure that the rifle carried in the vehicle is in a safe condition and is properly loaded.
7. Patrol rifles will be handled in a safe and careful manner, as with any other weapon.
8. The patrol rifle is not to be utilized for the destruction of sick or injured animals, unless authorized by the on-duty supervisor or the Chief of Police.
9. The decision to deploy the patrol rifle will be made by the officer and/or the supervisor on scene. Typical deployments would include, but not limited to: hostage situations, barricaded subjects, sniper situations, or any other incident where deployment of the rifle would be advantageous.
10. If the patrol rifle is discharged, standard firearm discharge procedures will be followed as outlined in G.O 319.
11. Ordinarily, during the tour of duty, the patrol rifle will be stored in a vehicle mount. Should a vehicle with the appropriate mount not be available, the rifle will be stored in a hard or soft case in the trunk of the police vehicle.
12. Sworn personnel assigned a patrol rifle will store the rifle unloaded and safe, locked in their department issued locker or the firearms cage when off duty. Personnel assigned a take home vehicle will store the patrol rifle in an appropriate mount or within a locked supplemental storage compartment within the vehicle when off duty.
13. All officers will be properly trained and certified in the utilization of the patrol

rifle by certified patrol rifle instructors.

III. COVERT FIREARM POLICY

- A. In recognition of the unique nature of some assignments, and the need to occasionally carry a firearm that is highly concealable, and/or of a non-police type, the following limited authorization may be allowed.
- B. Authorization to use any weapon other than the department issued firearm must be obtained from the Chief of Police.
- C. Said authorization applies to the carrying of small caliber/small size firearms for the purpose of facilitating covert assignments. To comply with this section, the following criteria will apply:
 - 1. The following caliber weapons will be authorized:
 - a) .380 semi-automatic handgun
 - b) .40 caliber handgun (compact or sub-compact)
 - 2. Unless the department owns the weapon, it must be listed on the officer's New York State Pistol Permit.
 - 3. Personnel must qualify every six months and demonstrate a level of proficiency with his/her weapon.
 - 4. This weapon is to be worn only when the officer is actually engaged in a covert operation and with the approval of the Chief of Police.
 - 5. Personnel assigned to a support or back-up position will refrain from carrying any weapon other than his/her issued weapons unless extenuating conditions exist and only with the approval of the Chief of Police.
 - 6. Authorization for carrying and use of this weapon is for limited purposes. These weapons will not be the standard sidearm worn by personnel during the normal course of duty.
 - 7. Personnel carrying such a weapon on duty will only use department issued

ammunition.

8. Said weapon will be carried in a department issued or approved holster.
9. A trigger lock locking device, cable locking device, or gun safe should be utilized by all officers while the weapons are stored at their residences.

IV. FIREARMS REGISTRATION (PERSONAL WEAPONS)

- A. All department personnel must comply with the Penal Law regarding the registration of personal handguns.
 1. Department personnel, who choose to possess a personal handgun, must obtain a valid New York State Pistol Permit. No personal firearms will be carried "on the badge" of the Town of Macedon Police Department.
 2. Personnel will ensure that any personally owned firearms are of such quality and condition so as to be of no danger to the user.
 3. Personnel, who are not in compliance with A-2 above, must surrender all personal firearms to the Property Clerk until they comply with this order.
 4. Police personnel carrying or using firearms off-duty are subject to the same regulations pertaining to the use and display of firearms while on duty. This includes making all required reports. (Refer to G.O. 319).
 5. Police personnel are specifically prohibited from carrying firearms while they are under the influence of alcohol, other drug or medication that would impair judgment or discretion in any way.
 6. Police personnel are responsible for maintaining strict security of their off-duty weapons.

V. FIREARMS AUDIT

- A. The Chief of Police will designate a Supervisor to complete an annual firearms inventory.
- B. The audit will include the type of weapon, make, model, serial number and location.
- C. The annual inventory will be completed by the last day of January each year.

VI. FIREARMS TRAINING AND QUALIFICATION

- A. Police personnel must satisfactorily complete a department-approved firearms program before being allowed to carry a department issued or authorized firearm.
- B. To maintain firearms certified status, members must satisfactorily complete all firearms re-qualification courses.
- C. Police personnel who do not satisfactorily complete firearms re-qualification will be given remedial training and must satisfactorily complete the re-qualification. If the re-qualification is unsuccessful the officer will be referred to the Chief of Police for assignment.

VII. USE OF POLICE FIREARMS RANGE

- D. The police firearms range will only be used as a firearms qualifying and training facility, except as authorized by the Chief of Police or his/her designee.
- E. The police firearms range may be used only in the presence of a certified firearms instructor. All other times it will be off limits to all personnel unless authorized by the Chief of Police or his/her designee.
 - 1. Whenever the police firearms range is used by an outside law enforcement agency, said use must be authorized by the Chief of Police and a firearms instructor/range officer from that outside law enforcement agency must be present.
- F. The red range flag will be affixed to the range flagpole and displayed during all times the range is in use. Upon completion of range use the flag will be taken down and returned to the range storage area.
- G. A police vehicle should accompany any officer shooting at the range. In the event a personal vehicle is utilized to transport range equipment to the range, and a police vehicle is not available at the range, the "Police Training" sign should be displayed at the flagpole.
- H. There will be no smoking allowed on the pistol range.
- I. Down range shooting will be allowed only when authorized by a range officer for training purposes.

- J. All shooters will wear eye protection and double hearing protection provided on the range.
- K. Brass must be collected and sorted prior to leaving the range. It is the range officer's responsibility to make sure housekeeping duties are performed after firing on the range.
- L. Targets will be taken down. At the end of the session, all paper items will be removed from the range and properly disposed of.
- M. No civilians are allowed to use the range without prior approval of the Chief of Police or his/her designee.
- N. Standard range safety rules must be followed at all times when in use.
- O. Range Officers will make sure that all shooters clean their weapons after firing. Range Officers will inspect the weapons to insure they have been properly cleaned and undamaged.
- P. The Firearms Officer will be responsible to keep inventory on guns, shotguns, and ammunition.
- Q. Under no circumstances will any firearm be left at the range when same is not staffed.
 - 1. All pistols, shotguns and ammunition that are not assigned will be stored and locked in the firearms cage located within the police department.
 - 2. Any exception to this policy will require a written order from the Chief of Police or his/her designee.

By Order of the Chief of Police

John P. Colella

John P. Colella (Dec 15, 2021 09:45 EST)

John P. Colella
Chief of Police

Dated this 26th day of November, 2021