

Checklist for Policy 604 Implementation
Firearms, Less-Lethal Weapons and Ammunition

#	ITEM	YES	NO	N/A
1	Is documentation showing that a copy of this policy was issued to all commissioned officers? (section III.F)			
2	Is there a training roster or other documentation showing that officers were trained on this policy? (section III.F)			
3	Are personnel knowledgeable on this policy (establish through verbal discussion with personnel)?			
4	Have all firearms carried by department personnel on duty been approved by the Director? (section II, III.B-C)			
5	Does the department have authorization forms and records for personally-owned firearms? (section IV.A.1, 4-5)			
6	Does the department have registration and qualification records for back-up/secondary firearms? (section VI)			
7	Have all commissioned officers qualified biannually with all duty firearms? (section III.A.2, XIV.A)			
8	Does the department have proficiency records for all commissioned officers on all departmental firearms? (section XIII)			
9	Is there a record of each officer's firearms qualification in their training file? (section XIV.E.1)			
10	Have any modifications of duty firearms been approved by the Director? (section III.D)			
11	Are all on duty officers armed at all times when on duty (established through observation and verbal discussion with personnel)? (section III.G)			
12	Do all non-uniformed officers have their UTSP shield prominently displayed near their firearm?(section III.H)			
13	Do departmental line inspections check to ensure that only approved ammunition is carried? (section VII)			
14	Do departmental line inspections check to ensure that the proper holsters and magazines are carried? (section VIII)			
15	Does the department have weapon inspection records for all firearms carried on duty? (section X.A)			
16	Does the department have weapons in reserve that can be issued out in the event an officer's weapon fails to pass inspection? (section X.F)			
17	Does the department have securable storage bins or areas for officer's firearms? (section XI.A)			
18	Does the department have appointed Firearms Instructors and Proficiency Officers? (section XII.A)			
19	Have all commissioned officers successfully passed the written Use of Force Policy test each year since the last inspection? (section XIV.C)			
20	Does the department send the required report to Director to document any instances of an officer failing to qualify with their firearm? (section XIV.D)			
21	Are any commissioned officers incapable of qualifying or safely carrying a firearm due to physical or mental impairment? (section XIV.D.7)			
22	Does the department conduct line inspections to ensure that personnel are carrying approved less-lethal weapons? (section XV.B.1, XVI.B.3 & E, XVII.B.3)			

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23	Does the department have proficiency records for all commissioned officers on all less lethal weapons (Taser – annual / Baton/OC - biannual? (section XIII)			
24	Are failure to display proficiency on a less-lethal weapon reports sent to the Director? (section XVIII.C)			
25	Does the department have a plan to make Tasers available for deployment to police officers by 1/1/14, if they aren't already? (section XV.B.4)			
26	Have all officers who carry the Taser been through an approved certification program? (section XV.B.1)			
27	Have all personnel (commissioned and PSO) who carry OC spray completed an approved certification program? (section XVI.B.1)			
28	Have all personnel (commissioned and PSO) who carry an impact device completed an approved certification program? (section XVII.B.3)			
29	Does the department conduct annual inspections of all less-lethal weapons? (section XIX)			
30	Are the department's SOPs or policies consistent with this policy?			