

Haverford Township Police Department Operations Manual		
Issue Date February 2021	Review Date February 2022	Directive Number 6.3.2
Accreditation Index:		Rescinds: Directive 6.3.2 of November 2019
Chapter: Six – General Procedures		Section: Three – Use of Force
Chief of Police: <i>John F. Viola</i>		

SUBJECT: LONG BARREL WEAPONS

I. PURPOSE

The purpose of this directive is to provide police officers with guidelines on the safe use, control and maintenance of Department owned long barrel weapons.

II. POLICY

The Department recognizes that officers may encounter situations which require the use of long barrel weapons. To provide for this possibility the Department has made shotguns, patrol rifles, and tactical weapons available in patrol units. This directive shall establish procedures for the proper use, control and maintenance of these weapons.

III. DEFINITIONS

- A. **Shotgun:** As used in this directive, the term shotgun shall mean pump action or semi-automatic shotguns.
- B. **Patrol Rifle:** Semi automatic Bushmaster M4 .556/.223 caliber rifle with 16 inch barrel
- C. **Tactical Weapons:** Fully automatic Bushmaster M4 .556/ .223 caliber rifle with 11.5 inch barrel

D. **Cruiser-Ready Mode:** A vehicle storage condition that allows the weapon to be readily put into action. The following are the department approved Cruiser-Ready Modes:

1. **Shotguns** shall be stored in the police vehicle with the action closed, the chamber empty, the safety on, and four rounds in the magazine. Additionally, safety tape shall be placed around the barrel and slide of the weapon, to indicate a live round is not in the chamber of the weapon.
2. **Patrol Rifles and Tactical Weapons** shall be stored in the vehicle with the chamber empty, bolt closed, a magazine inserted, and the safety on.

IV. PROCEDURES

A. USE OF SHOTGUNS

1. The use of shotguns shall be in accordance with this policy and the policy and procedures in Directive 1.3.1 Use of Force.
2. Officers assigned to vehicles with a shotgun security rack shall have a shotgun in their vehicle prior to assuming active patrol status.
3. Shotguns shall be inspected prior to the beginning of each tour of duty to insure the shotgun is functional. The weapon shall then be placed in the security rack in the Cruiser Ready mode.

Note: At no time shall live rounds be pumped into the chamber of the shotgun when loading, unloading, or inspecting the shotgun. Loading and unloading of the weapon shall be performed as instructed during weapons qualification at the firing range.

4. Only officers who have successfully qualified with the shotgun are permitted to use the weapon.
5. Cleaning and detailed inspection of each shotgun shall be conducted by the Department armorer in accordance with the maintenance schedule. Officers shall only surface clean the shotgun as described in section IV. D. 3. Weapons Storage.

B. USE OF PATROL RIFLES

1. The use of patrol rifles shall be in accordance this policy and the policy and procedures in Directive 1.3.1 Use of Force.
2. These weapons are designed to deliver firepower at longer distances.

3. Patrol rifles shall be assigned only to qualified officers.
4. Patrol rifles shall be inspected prior to the beginning of each tour of duty to insure the weapon is functional. These rifles shall be secured in a proper storage case in the vehicle trunk in the Cruiser Ready mode.
5. Cleaning and detailed inspection of each patrol rifle shall be conducted by the Department armorer in accordance with the maintenance schedule. Officers shall only surface clean the shotgun as described in section IV. D. 3. Weapons Storage.

C. USE OF TACTICAL WEAPONS

1. The use of tactical weapons shall be in accordance this policy and the policy and procedures in Directive 1.3.1 Use of Force.
2. Tactical weapons are designed to provide firepower at longer distances, more rapidly with different projectile capabilities than the shotgun or handgun.
3. Tactical weapons shall be assigned to qualified Special Response Team members while working both normal patrol duties and emergency situations.
4. Tactical weapons shall be inspected prior to the beginning of each tour of duty to insure the weapon is functional. The weapon shall be stored in a storage case in the trunk of the vehicle in the Cruiser Ready mode.
5. Cleaning and detailed inspection of each tactical weapon shall be conducted by the special response team member assigned to the weapon in accordance with the maintenance schedule. Annually the department's armorer shall also conduct a detailed inspection of each tactical weapon.

D. WEAPONS STORAGE

1. Shotguns, patrol rifles and tactical weapons shall be securely stored in the assigned vehicle except for the following circumstances:
 - a) Vehicles Not in Use:
 - (1) The shotgun shall remain in the vehicle and the vehicle shall be locked.

(2) Patrol rifles and tactical weapons shall be removed from the vehicle and stored in the weapons locker in the Roll Call Room.

b) Vehicles Out of Service:

(1) All weapons shall be removed from the vehicle. These weapons shall be given to a supervisor, who shall be responsible to secure the weapons in the designated lockers in the Roll Call Room.

2. After deployment of any of these weapons, the weapon shall be rendered safe and returned to Cruiser Ready mode by the assigned officer.

3. Each week each weapon shall be removed from the security rack, hard case or locker. The weapon shall be brought into the police station during the tour of duty where it shall be inspected by the assigned officer and a supervisor. A cleaning cloth shall be run through the weapon for surface dust removal and the weapon then returned to the vehicle or locker.

E. NON-FUNCTIONING WEAPONS

1. Any weapon found not to be properly functioning during the pre tour of duty inspection shall be placed out of service by the supervisor and returned to the Special Operations Unit for repair as soon as possible. The supervisor shall insure that a notation is placed on the Daily Activities Report that the weapon was placed out of service.

BY ORDER OF THE CHIEF OF POLICE