



Idaho Peace Officer Standards and Training Policies and Operating Procedures

Section # 9	Basic Academy Training Bureau	Origination Date: 12 December 2013
Procedure # 4	Subject: Armory Procedures	
Reference:	IDAPA Rule	N/A
	ISP Policy	04.02; 06.16.L.1
	IPOST Policy	N/A
Commentary:	<p>POST training includes high-risk training using several types of firearms. The safety measures required for firearms in the academy training environment are strictly enforced. Weapons are expected to be used in a proper manner, including the storage of firearms when firearms are not necessary during training.</p> <p>This policy and procedure is designed to guide POST staff in complying with the safety concerns of storing firearms in a safe and secure environment.</p> <p>Use of this procedure should serve as a guideline for staff and students in almost all cases, unless the circumstance is deemed unusual and outside the boundary of this policy.</p> <p>The following is effective immediately:</p>	
Policy:	<p>It is the policy of the Idaho Peace Officer Standards and Training (POST) that all POST firearms, student officers' duty firearms, and simunition firearms, be secured and stored in the POST Armory when not used on the firearms range, for academy weapons inspection training, for graduation, or when simulated firearms are used in practical scenario exercises.</p>	
Purpose:	<p>To clearly state the official position of the Idaho Division of Peace Officer Standards and Training (POST) with regard firearms storage and safety during the academy training environment, and to promote a safe environment during academy training.</p>	
Authority and Interpretation	<p>This policy is issued by the POST Division Administrator and supersedes any previous policy issued before the effective date of this policy.</p> <p>The POST Division Administrator is the final authority responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the POST Division Administrator for interpretation or determination.</p>	



Definitions:	
<p>Procedure:</p> <p>R.A.C.I.</p> <ul style="list-style-type: none"> • Academy Training Staff 	<p>The POST Armory is located in building 8 at the POST academy. All academy students are required to check their firearm(s) into the Academy armory upon arrival at the academy. This is normally done during check-in/orientation.</p> <p>1. <u>Initial Weapons Check In Procedure</u></p> <p>a. <u>Duty Weapons</u></p> <ol style="list-style-type: none"> i. Put name of the academy and session number on the header of weapons check-in form. Add student names to form. The weapons check in form can be found in academy folder on the “T” Network drive. I:\ACADEMY\Armory Procedures\ARMORY PROCEDURES. ii. Give the student a tag (dog tag with chain) corresponding with academy and student number on check in form. iii. Receive the weapon from the student tagged with the firearm slide or chamber locked open and NO MAGAZINE in the weapon. iv. Record the Make/Model/Caliber and Serial number on to check-in form and student weapons card. v. Have student fill in their information on the student weapons card. vi. Initial the back of the card and write the student number on the back of the card. vii. Place the tagged weapon on the appropriate academy rack with <u>slide forward and decocked if there is a hammer on the weapon.</u> Hammerless weapons, (i.e. Glocks). Do not have to have triggers pressed for storage. viii. Students having firearms with an additional training barrel; keep the live barrel only in armory with the tag on the barrel or slot barrel goes in. The officer will keep the gun with the training barrel in it. <p>b. <u>Personal/Back up/Rifles</u></p> <ol style="list-style-type: none"> i. Follow above procedure with note on check-in form of personal weapon storage.



- ii. Fill out additional student weapons card.
 - iii. Tag the firearm with a duplicate academy and number appropriate tag. (Duplicate tags locate on white box shelf above work bench.)
- c. Misc.
- i. DO NOT STORE STUDENT MAGAZINES IN ARMORY.
 - ii. NO LIVE AMMO SHOULD BE STORED IN ARMORY.
 - iii. IF STUDENT PRODUCES LETTER FROM DEPARTMENT HEAD AUTHORIZING WEEKEND FIREARMS CHECK-OUT, MARK THE CHECK-IN FORM WITH AN ASTERIC AND PUT LETTER ON THE CLIP BOARD UNDER THE WEAPONS FORM.
 - iv. END OF ACADEMY – DATE AND INITIAL(both student and POST employee) ACADEMY CHECK-IN FORM IN FINAL CHECKOUT COLUMN.
 - v. DOCUMENT RETENTION - SCAN THE COMPLETED WEAPONS CHECK-IN FORM AND DEPARTMENT HEAD LETTERS INTO ACADEMY FILE. DISGARD THE STUDENT WEAPON CARD.

2. IN-SESSION CHECK IN/CHECK OUT PROCEDURE

Any student that needs to commute with his/her department issued weapon MUST have a letter signed by the Agency Head giving him/her permission to check-out his/her weapon on Friday. This does not apply to personally owned weapons checked in by student.

- a. Duty Weapons
 - i. Student must present weapons card.
 - ii. Place the weapon card in slot beneath weapon. (Do not take in their Blue/Red training gun. That is their responsibility to maintain until general equipment turn in at the end of the academy session.)
 - iii. Hand the weapon to the student with the slide or chamber open and tag on the weapon.



- iv. Instruct the student to keep the tag and bring it back in same condition.
- v. When the student brings weapon back to check-in it must be tagged and locked open.
- vi. Place the weapon back on the rack with the slide forward.
- vii. Return card to student.

d. Personal/Back up/Rifles

- i. Follow above procedure

e. Misc.

- i. DO NOT STORE STUDENT MAGAZINES IN ARMORY.
- ii. NO LIVE AMMO SHOULD BE STORED IN ARMORY.
- iii. END OF ACADEMY – DATE AND INITIAL (both student and POST employee) _ACADEMY CHECK- IN FORM IN FINAL CHECK-OUT COLUMN.
- iv. DOCUMENT RETENTION - SCAN THE COMPLETED WEAPONS CHECK-IN FORM AND DEPARTMENT HEAD LETTERS INTO ACADEMY FILE. DISGARD THE STUDENT WEAPON CARD.

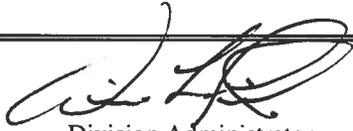
3. FINAL WEAPONS CHECK OUT PROCEDURE

a. Duty Weapons

- i. Student must present the weapons card.
- ii. POST receives the weapons card. (See Misc. below for further instructions on card retention.)
- iii. The Training Specialist or student removes tag from weapon.
- iv. Hang the tag on the weapon rack in the appropriate slot.
- v. Hand the weapon to the student with the slide or chamber open.



- vi. Date and initial (both student and POST employee) the final checkout column on the weapons check-in form. If someone other than the student receives the weapon; put their name on the form and have them initial.
- f. Personal/Back up/Rifles
 - i. Follow above procedure
- g. Misc.
 - i. DO NOT STORE STUDENT MAGAZINES IN ARMORY.
 - ii. NO LIVE AMMO SHOULD BE STORED IN ARMORY.
 - iii. END OF ACADEMY – DATE AND INITIAL (both student and POST employee) _ACADEMY CHECK-IN FORM IN FINAL CHECK-OUT COLUMN.
 - iv. Document Retention: SCAN THE COMPLETED WEAPONS CHECK-IN FORM AND THE DEPARTMENT HEAD LETTERS INTO ACADEMY FILE. DISGARD THE STUDENT WEAPON CARD.

Approving Authority	William L. Flink	Official Authority	 Division Administrator	12/2/2013 Date
Revision Dates:				Last Revision: 12/02/2013

