



Training Bulletin

SANTA BARBARA POLICE DEPARTMENT



Lori L. Luhnnow, Chief of Police

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Author: Sgt. Morton

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Armory Checkout Procedure

Here are the key points to remember for the new Armory check out procedure:

- ✓ Each Patrol Officer will be assigned their own rifle, rack and code unique to them.
- ✓ Specialties will be assigned a group of rifles to use among each group.
- ✓ Entry into the Armory will be by ID card access control only.
- ✓ Individual Officers will retrieve their rifle from the Armory at the start of their shift. The Officer will then secure it again in the same location at the conclusion of their shift.
- ✓ Officers who are not assigned to a Patrol Team, but whom need to utilize a rifle will contact a supervisor to have an unused rifle assigned to them.
- ✓ Less Lethal shotguns will be assigned to Officers on a weekly basis by the Watch Sgt. or Watch Commander.

It is the intention of this training Bulletin is to inform SBPD Officers, Supervisor and Staff on the proper check out procedures for the armory. Please read the Following:

The Santa Barbara Police Department has updated the security, safety and accountability of the rifle check out procedure for the daily issuance of rifles to personnel at the within the department. Currently there are 70 Patrol rifles, 10 Motor rifles and six less lethal shotguns which will be housed in the armory. Each firearm, while not being utilized will be secured in the armory within a wall mounted locking system. The locking systems consists of a key pad, wall mount bracket/rifle holder and ratcheting style lock. All Sworn personnel and the Range Master have access to the armory through the main range door. Non-sworn employees other than the Range Master will not have access to the armory unless accompanied by a sworn employee.

RIFLES

The following information lays out the proper procedure for rifle check out, storage and check in. This includes gaining entry into the armory, retrieving a rifle, and the proper procedure for securing the rifle at the conclusion of the shift. Officers who are assigned to the Patrol Division are each assigned a rifle and are responsible for the individual rifle. Each Specialty and Detective detail within the department has been assigned rifles for use. All Sworn personnel who are not issued an individual rifle also does have access to the rifles for checkout as well. The checkout procedure is slightly different than if assigned a rifle. See section 2 below for details.

1. PATROL CHECKOUT

- a. Access into the armory is made through the armory door located in the range hallway. A keycard reader is located on the left side of the door that will grant entry by utilizing the Department ID card.
- b. Once in the Armory, Officers or Supervisor wishing to utilize a rifle will locate their individually assigned rifle or the rifle assigned to their work group, i.e. Detectives, TPF, BC, etc. by the number assigned to that rifle and rack and or the name assigned.
- c. The employee will enter the four digit access code on the keypad to the right of the rifle, open the lock and remove the firearm.
- d. Secure the lock again in the closed position after removing the firearm.
- e. Check to make sure the rifle is unloaded and the bolt is locked to the rear.
- f. Exit the armory and load your weapon according to the Range Master and Department Policy guidelines.
- g. At the conclusion of your shift, unload your weapon according to the Range Master guidelines and Department Policy. Enter the armory using department ID, and secure the rifle back in the rifle rack that corresponds to the individual rifle number.

2. NON-PATROL CHECKOUT

- a. If not assigned a rifle contact an available supervisor to check out a “spare” rifle.
- b. The Supervisor will locate an available spare rifle to issue from the unassigned rifles.
- c. The Supervisor will use the rifle log book to log in the number of the rifle you will be checking out.
- d. Place the black name tag on the rifle rack.
- e. The Supervisor will unlock the rack using their rack key and retrieve the rifle.
- f. Secure the lock again in the closed position.
- g. Load the rifle according to the Range Master and Department Policy.
- h. At the conclusion of the shift unload the weapon according to Department Policy. Place the Rifle back in the correspondingly numbered rack, remove your name tag, place the tag back on the board and sign the Rifle back into the rifle log book. No Supervisor is required to sign the rifle back in.

In the event that a rifle is missing and not logged out in the log book, contact a Supervisor immediately.

No changes or modifications will be made to the rifle at any time.

LESS LETHAL

There are six Less Lethal shotguns located in the Armory for use. The daily use of the LL weapons are primarily by the Patrol Teams, however they are available for all Less Lethal trained Officers and Supervisors to utilize during their shift. The checkout procedures are as follows:

1. DAILY PATROL USE:

- a. The Watch Commander or Watch Sergeant will determine what LL trained Officers will be issued a LL on each patrol team for a time period of one week.
- b. The maximum number of Officers for each patrol shift during the week who are issued a LL will be 3. This is unless circumstances dictate a need to issue more for special circumstances.
- c. Enter the Armory and “sign out” the LL in the yellow LL log book. Locate an available LL and fill out the corresponding log completely for the LL number chosen. This will be numbers 1 thru 6.
- d. Retrieve their yellow name tag from the magnet board and place it on the LL weapon rack that was signed out.
- e. Enter the code and retrieve the LL from the rack. Load the LL according to Department Policy.
- f. At the completion of the shift unload the weapon according to Department Policy. Place the LL back in the correspondingly numbered rack, remove your name tag, place the tag back on the magnet board and sign the LL back into the LL log book.

2. NON-PATROL USE:

- a. If the use of a LL is required and the Officer or Supervisor is not part of a patrol team, follow the same checkout procedures listed above starting at letter "C".

All Supervisors are issued a rack key to access any of the rifles or LL at any time. This enables the Supervisor to quickly issue rifles in the event of an emergency situation.

All Sworn are issued department approved ammunition. No other ammunition is authorized to carry at this time. Each Magazine is labeled with the last name of whom it is issued for identification purposes. When not in use, the rifle magazines will be stored inside your locker for security. No magazines will be left with the rifles in the Armory. In the event a magazine is lost or goes missing, contact a Supervisor immediately.