



FIREARMS ISSUANCE AND TRAINING

GENERAL ORDER #12.01

Adopted: 05/30/19

Pages: 14

Persons Affected: All sworn personnel

Authority: Laura Wilson, Director

IACLEA Standards: 7.2.2, 7.2.3, 7.2.4

Revision History:

Replaces SUDPS General Order #12.01 (10/05/17)

Replaces SUDPS General Order #12.07 (12/16/2015)

Reviewed & Updated 01/19/2023

PURPOSE

The purpose of this Order is to define the expectations for Stanford University Department of Public Safety (SUDPS) sworn personnel pertaining to the issuance, maintenance, training and carrying of firearms.

POLICY

SUDPS sworn personnel will comply with laws governing the possession and carrying of firearms as well as the conditions set forth in the Memorandum of Understanding (MOU) between Santa Clara County and Stanford University pertaining to the provision of law enforcement services by Stanford sworn personnel (aka Stanford Reserves) and any other General Orders pertaining to firearms. In conjunction with the Santa Clara County Sheriff's Office, SUDPS will provide training to Stanford sworn personnel that meets the training mandates set forth by the Sheriff's Office for firearms and SUDPS shall retain documentation of such training.



DEFINITIONS

TERM	DEFINITION
CCW	<i>Commonly referred to as "carrying a concealed weapon." It is the carrying of a firearm capable of being concealed upon the person.</i>

PROCEDURE

A. REQUIREMENTS FOR USE OF FIREARMS: (IACLEA 7.2.2, 7.2.3, 7.2.4)

1. Sheriff's badge personnel, *including those employed by the Stanford University Department of Public Safety (SUDPS)*, while on duty, shall carry only those firearms, magazines and ammunition that have been issued to them by the SUDPS and which they are currently qualified to carry. Only those firearms that have been authorized by this Order as secondary backup firearms or an authorized weapons-mounted light may be used. No modifications shall be made to the issued firearms or magazines without the approval of the Santa Clara County Sheriff's (SCCSO) Rangemaster and the Stanford University Director of Public Safety. All armorer work performed on SUDPS weapons will be performed by a trained SCCSO or SUDPS Armorer.
2. All SUDPS firearms shall be issued by the SUDPS Rangemaster. When an employee separates from the SUDPS for any reason, the SUDPS Rangemaster shall be immediately notified. *The SUDPS owned firearm will be surrendered by the employee and returned to the Rangemaster for storage in the locked weapons cabinet in the SUDPS facility.*
 - a. SUDPS shall complete a bi-annual firearm inventory and forward the results to the Director of Public Safety and the SCCSO Rangemaster.
 - b. Loss or theft of any SUDPS firearm shall be *immediately* reported to the local law enforcement agency, the employee's immediate supervisor, and the Director of Public Safety as well as the Sheriff's Office Stanford Liaison Captain.
 - c. *In the event of an officer-involved shooting, the SUDPS Rangemaster, at the direction of the Director of Public Safety, may issue another duty firearm to the involved employee. The employee shall qualify with the newly issued firearm as soon as practical.*
3. The standard handgun issued to all qualified employees is the Glock, Model 17 9mm caliber firearm. Those personnel assigned to an undercover or plainclothes assignment may request to be issued a Glock Model 26 9mm caliber handgun for use. All such requests will be forwarded to the Director of Public Safety for approval.



When an employee is transferred out of an undercover or plainclothes assignment, the *Glock 26* shall be returned to the *SUDPS Rangemaster*. Failure to return a firearm as directed by this Order may result in corrective action up to and including formal disciplinary action.

4. Any exception to this Order must have written approval from the *Director of Public Safety* or *his/her designee*. No *SUDPS sworn personnel* shall use any firearm without receiving adequate training as determined by the *SCCSO Rangemaster* and *SUDPS Rangemaster*.
5. Use of Glock semi-automatic pistols
 - a. Clearing stations have been designated at the range and *at the SUDPS facility* for the purpose of loading and unloading the firearm. Only these stations shall be utilized for this purpose. However, should any personnel have the need to load or unload their department-issued firearm in a place other than while on-duty where a clearing station is available, the firearm must be pointed in a safe direction while utilizing range safety rules to avoid potential accidental discharge.
 - b. Drawing, exhibiting and discharging of department issued Glock firearms is permitted pursuant to General Order #12.02 (Use of Firearms). Inspections of the firearm may be self-inspections or formal inspections performed by superior officers.
 - c. All *sworn personnel* are subject to firearms inspections. The semi-automatic pistol's reliability and operation are affected by its maintenance. Those individuals whose firearms are found to be poorly maintained and dirty to the point that the operation of the firearm may be in doubt shall lose their authorization to carry a firearm or be subject to corrective action at the discretion of the supervisor.
 - d. Inspection procedure
 - 1) Firearms clearing will be conducted only at designated clearing stations.
 - 2) *Sworn personnel* will remove *his/her* semi-automatic pistol from the holster over the clearing barrel.
 - 3) With the muzzle of the firearm pointed into the clearing barrel, the *sworn employee* will remove the magazine. If the firearm is holstered, the magazine will be removed while the firearm is still in the holster; then the firearm will be drawn and the muzzle pointed into the clearing barrel.
 - 4) Keeping the fingers clear of the trigger, the *employee* will eject the round out of the chamber, locking the slide to the rear. The *employee* will visually and physically check the chamber and magazine well to make sure that they are clear.



- 5) The firearm will be held in the *sworn employee's* shooting hand in the port arms position. The magazine and ejected round will be held in the off hand.
- 6) After the firearm has been inspected, the *employee* will return to the clearing station and, with the muzzle of the firearm pointed into the clearing barrel, will load the firearm.
- 7) Rangemasters may conduct firearms inspections at locations other than specified; however, good judgment shall be used as to the locations selected.
- 8) The firearms and magazines shall be *periodically* inspected by *supervisors* for proper maintenance and *use of issued* ammunition.

6. Use of Mounted Light - Glock Duty Firearms

- a. *SUDPS issues the Streamlight model TLR1 weapon-mounted light to its sworn personnel at no cost to the employee.*
- b. *Sworn personnel* will only be authorized to carry those weapon-mounted lights listed in this Order after completion of the orientation training course. Any exception to this Order must have the written approval of the *Sheriff's Office and the Director of Public Safety*.
- c. *Sworn personnel* are permitted to purchase and carry the following weapon-mounted lights:
 - 1) A Surefire brand weapon-mounted light producing at least 150 lumens.
 - 2) A Streamlight weapon-mounted light producing at least 150 lumens.
 - 3) The weapon-mounted light must have a rear switch that is manually activated to use the light.
 - 4) NO weapon-mounted light may be operated using a remote pressure pad.
 - 5) NO weapon-mounted lasers or weapon-mounted light with a laser are approved.
- d. *Sworn personnel* will only be authorized to purchase and carry holsters consistent with the approved uniform policy. The holster must securely contain their Glock Model 17 with the weapon-mounted light attached, *if applicable*.
 - 1) *SUDPS sworn personnel will only use department issued and/or approved holsters.*
- e. *Sworn personnel* must complete an authorized weapon-mounted light orientation course prior to being authorized to utilize their approved weapon-mounted light and holster.



- f. Once approved for carry, the weapon-mounted light and holster will be considered required on-duty equipment and will be kept in proper working order at the expense of the individual *sworn employee*.
- g. Weapon-mounted lights shall only be used under the same circumstances listed in General Order 12.02 A.1.
- h. *Sworn personnel* are subject to disciplinary action if the weapon-mounted light is used for any other reason not outlined in this Order.

7. Use of Shotgun

Shotguns may be assigned to personnel who have completed a POST certified shotgun course. The Mossberg Model 590A short barrel shotgun with tactical sling is the only authorized shotgun for use by sworn SUDPS personnel. No modifications are to be made to the weapon without prior approval of the Director of Public Safety or his/her designee. Only a department approved armorer may make repairs to the shotgun or disassemble it beyond the field stripping stage.

All sworn personnel will be required to complete the firearms qualification bi-annually as well as any additional periodic and agency-specific firearms training or qualification course required by the Director of Public Safety.

a. *In-Service Procedure*

- 1) *Only sworn personnel who have completed a Peace Officer Standards and Training (POST) approved short barrel shotgun course are authorized to check out a shotgun.*
- 2) *At the start of their shift, sworn personnel assigned to the Field Operations Division shall check out a shotgun and complete the sign-in/sign-out log. Sworn personnel assigned to a division other than Field Operations, who are expected to maintain their assigned vehicle equipped to respond in an emergency, shall check out a shotgun and complete the log at the beginning of their shift. Sworn personnel must complete the log prior to removing a shotgun from the secure weapons storage room.*
- 3) *Sworn personnel will complete a thorough inspection of their shotgun consistent with current inspection procedures and training prior to going in service. The safety shall be engaged "ON," magazine tube empty (unloaded), slide (bolt) locked back, and the chamber empty. The inspection will consist of the following steps:*
 - a) *Weapon manipulation*
 - b) *Visual inspection*
 - c) *Physical inspection*
 - d) *Function check*



- e) *Tactical sling inspection and adjustment.*
- 4) *After inspection the shotgun will be loaded in the following manner:*
 - a) *Close the slide (bolt)*
 - b) *Set safety in "ON" position*
 - c) *Insert four (4) "00" LE 127 OO buckshot rounds into the magazine tube*
 - d) *Insert four (4) rifled slug LE 127 RE rounds into the speed feed buttstock*
- 5) *No rounds will be chambered in the shotgun until the weapon is being deployed.*
- 6) *Shotguns are only to be loaded or unloaded when pointed in a safe direction or, when available, at a clearing station.*
- b. *Storage in Vehicle*
 - 1) *Most SUDPS vehicles operated by sworn personnel have been equipped with either a secured shotgun rack or a Trunk Vault. Once inspection and loading is completed, the weapon will be stored securely in the employee's assigned vehicle's shotgun rack or Trunk Vault.*
 - a) *Shotguns are not to be stored in a vehicle with a round chambered.*
 - b) *Shotguns are to be stored in a vehicle with the safety "ON."*
 - 2) *Sworn personnel shall properly store and secure the shotgun in any vehicle used to transport the weapon to and from a training class when approved to have possession of the weapon for authorized training. Sworn personnel should make every effort to travel directly to their place of residence and/or training course while transporting the shotgun. If the vehicle used does not have a Trunk Vault installed, the weapon will be stored out of sight, in the vehicle's trunk while being transported to and from training. When stored in the trunk, the shotgun will be in a shotgun case, with magazine tube and chamber empty (unloaded), the safety engaged (ON) and the slide (bolt) locked back.*
- c. *End of Shift Procedure*
 - 1) *Shotguns will be unloaded and returned to the secure weapons storage room. All shotguns will be stored in the locked weapons cabinets in the room and shall be unloaded with the safety "on" and chamber (action) open. The tactical sling will be secured to the shotgun. All "00" rounds shall be removed from the shotgun's magazine and will be stored in the ammunition holder inside the weapons cabinet. Slug rounds in the speed feed buttstock will remain in the stock during storage.*
 - 2) *Sworn personnel are responsible for completing the sign-in/sign-out log upon returning a shotgun to the secure weapons storage room.*



d. *Transporting Out of County*

- 1) *The Director of Public Safety or his/her designee's approval shall be required to take a shotgun outside the jurisdictional boundaries of Santa Clara County in the preparation for, during or after an approved training course. When not secured in an SUDPS approved location, the shotgun shall be stored in a Department of Justice (DOJ) certified safe or remain in the possession of the SUDPS employee. Before allowing their shotgun to be stored by a hosting agency during an offsite training course, the SUDPS employee will inquire if the hosting agency's safe is compliant with DOJ requirements.*

8. Use of AR-15

AR-15s may be assigned to personnel who have completed a POST certified AR-15 course. The assigned AR-15 shall be maintained by the sworn personnel to whom the weapon is assigned. Only the Colt AR-15 model A3 issued by SUDPS is authorized for use by department personnel. Each AR-15 is equipped with the following: an optical sighting system, a tactical sling, a weapon-mounted lighting system, two thirty-round magazines, one twenty-round magazine and a chamber flag.

No modifications may be made to the weapon without prior approval from the Director of Public Safety or his/her designee. Repairs to the AR-15 shall only be made by a department-approved armorer. Only an approved armorer may break an AR-15 down past the field stripping stage.

All sworn personnel who are issued an AR-15 will be required to complete the firearms qualification bi-annually as well as any additional periodic and agency-specific firearms training or qualification course required by the Director of Public Safety.

a. *In-Service Procedure*

- 1) *Sworn personnel assigned to Field Operations to whom an AR-15 has been issued will be required to check out, inspect and load their AR-15 at the beginning of each shift.*
- 2) *At the start of their shift, sworn personnel assigned to the Field Operations Division who have been issued an AR-15 shall check out the weapon and complete the sign-in/sign-out log. Sworn personnel assigned to a division other than Field Operations, who are expected to maintain their assigned vehicle equipped to respond in an emergency shall check out their issued AR-15 and complete the log at the beginning of their shift. The log must be completed prior to removing an AR-15 from the secure weapons storage room.*
- 3) *Personnel retrieving their assigned AR-15 from the SUDPS weapons storage cabinets shall complete the sign-in/sign-out log before removing the weapon.*
- 4) *Sworn personnel will complete a thorough inspection of their AR-15 consistent with current inspection procedures and training prior to going in service. The*



weapon will only be inspected with the safety engaged (ON), the magazine removed, the bolt locked back, and the chamber empty. The inspection will occur while the muzzle of the weapon is inserted into a clearing station. The inspection will consist of the following steps:

- a) *Weapon manipulation*
 - b) *Visual inspection*
 - c) *Physical inspection*
 - d) *Functions check*
 - e) *Optics check*
 - f) *Manually adjusting the weapon's iron sights for the employee's Data on Previous Engagements (DOPE) settings*
 - g) *Mounted light check*
 - h) *Tactical sling inspection and adjustment*
- 5) No ammunition will be loaded into the chamber until the rifle is ready for deployment *in response to a call for service.*
- 6) AR-15s shall only be loaded or unloaded when pointed in a safe direction or, *when available, at a clearing station.*
- b. *Storage in Vehicle*
- 1) *Sworn personnel* who are assigned an AR-15 will be required to have the weapon in *their* assigned vehicle *during their shift*, locked in the proper weapon mount or stored in the Trunk Vault with the safety "ON," the chamber empty, and a loaded magazine in the well. Optical sites may be "ON" or "OFF" at the employee's discretion. The weapon-mounted light will be "Off" and the tactical sling secured.
 - 2) *Sworn personnel* shall properly store and secure the AR-15 in any vehicle used to transport the weapon to and from a training class when approved to have possession of the rifle for authorized training. *Sworn personnel* should make every effort to travel directly to their *place of residence* and/or training course while transporting the AR-15. *If the vehicle used does not have a Trunk Vault installed, the weapon will be stored in a rifle case, out of sight, in the vehicle's trunk while being transported to and from training. While stored in the case the weapon will be unloaded, with the magazine well empty, the chamber empty, the bolt locked forward, site flaps closed, and the safety "ON."*
- c. *End of Shift Procedure*



- 1) *When sworn personnel go off duty, the AR-15 will be secured in the locked weapons cabinets at the SUDPS facility. The weapon will be stored unloaded, with the safety in the "On" position, a chamber flag inserted in the weapon, and the bolt forward. The optical sites are to be turned off, and site flaps are to be closed. The tactical sling will be secured, and all magazines will remain loaded to capacity with issued duty ammunition and retained by the sworn employee.*
- 2) *Sworn personnel are responsible for completing the sign-in/sign-out log upon returning their assigned AR-15 to the secure weapons storage room.*

d. *Transporting Out of County*

- 1) *The Director of Public Safety or his/her designee's approval shall be required to take any AR-15 outside the jurisdictional boundaries of Santa Clara County in the preparation for, during or after an approved training course. When not secured in an SUDPS approved location, the AR-15 shall be stored in a Department of Justice (DOJ) certified safe or remain in the possession of the SUDPS employee. Before allowing their AR-15 to be stored by a hosting agency during an offsite training course, the SUDPS employee will inquire if the hosting agency's safe, is compliant with DOJ requirements.*

9. *SUDPS Weapons Control*

- a. *SUDPS will maintain current records of all department firearms and of the bi-annual inventories.*
 - b. *All firearms provided by SUDPS to authorized personnel will be inspected by the department Rangemaster or approved armorer prior to being issued to an SUDPS employee.*
 - c. *If not otherwise required by this Order, when not in use, all firearms will be stored in a secure, locked cabinet, or the employee's locker.*
 - d. *All SUDPS firearms will receive an annual documented safety inspection by the SUDPS Rangemaster or Sheriff's Office armorer. Any SUDPS weapon determined to be unsafe will be taken out of service. The SUDPS Rangemaster, at the direction of the Director of Public Safety, may issue another firearm of the same make and model to the sworn employee while the unsafe condition is being remedied.*
 - e. *Sworn personnel who are operating a SUDPS vehicle that has a trunk vault installed shall use it to provide for secure storage of a firearm when the vehicle is unattended. Except in circumstances requiring immediate aid or action within the course of official duties, SUDPS sworn personnel shall not leave any issued handgun unsecured in an unattended vehicle.*
- 1) *Penal Code section 25612 states, "A person shall, when leaving a handgun in an unattended vehicle, secure the handgun in the vehicle pursuant to Section 25140. Section 25140 states, "...a person shall, when leaving a handgun in an unattended*



vehicle, lock the handgun in the vehicle's trunk, lock the handgun in a locked container and place the container out of plain view, lock the handgun in a locked container that is permanently affixed to the vehicle's interior and not in plain view, or lock the handgun in a locked toolbox or utility box. "The term 'locked container' does not include the utility or glove compartment of a motor vehicle."

B. FIREARMS TRAINING STANDARDS: (IACLEA 7.2.4)

1. The following training standards are established not only to ensure that all Sheriff's badge personnel, *including sworn personnel employed by the SUDPS*, are properly trained in the use of their firearms, but also to ensure that they thoroughly understand the consequences of that usage.
 - a. All Sheriff's badge personnel, *including sworn personnel employed by the SUDPS*, shall qualify as required by this Order. Any employee who fails to maintain the required qualifications is subject to placement in the Firearms Remediation/Requalification Program as well as possible disciplinary action. If an employee is unable to qualify within the required time period due to illness, injury, or approved leave, the *Sheriff's Office Training and Compliance Division* may grant an extension to comply with that period's requirement.
 - b. Any employee who fails to qualify with *his/her* handgun, shotgun will be required to remain at the range that day and receive remedial training from the range staff. The employee will be required to qualify prior to leaving the range (based on Rangemaster's normal daily schedule) and resuming normal duty. Should *he/she* not qualify, *he/she* will be assigned to the Firearms Remediation/Requalification Program, which consists of an eight-hour training day relating to weapon proficiency, and will be required to complete the qualification course prior to returning to their normal assignment. The Rangemaster shall immediately notify the *Director of Public Safety*, who in turn will notify the *Sheriff's Office-Stanford Liaison Captain* as to the failure to qualify. The Rangemaster shall retain the weapon the employee is not qualified with.
 - c. The Firearms Remediation/Requalification Program will be run through the *Sheriff's Office Training and Compliance Division*, via *their* Rangemaster, and will consist of an eight-hour training day in which employees will receive instruction on those areas of deficiency. The employee will be allowed to practice shooting techniques and will then be allowed two opportunities to shoot a qualifying score.
 - d. This Firearms Remediation/Requalification Program will begin on the next regular working day of the range. *Any work time missed will be dealt with in compliance with the current Collective Bargaining Agreement between the Stanford Deputy Sheriff's Association and Stanford University, if applicable.*



- e. Those employees who have not attained a qualifying score after completing the Firearms Remediation/Requalification Program shall be subject to disciplinary action, up to and including termination.
- f. Those employees who do qualify after completing the Firearms Remediation/Requalification Program will be required to attend range qualification once per month for the next six months. This six-month period of qualification will be completed on duty and on dates and times scheduled by the *Director of Public Safety or his/her designee*. If during this six-month period the employee fails to qualify, *he/she shall be required to complete another session of the Firearms Remediation/Requalification Program. Any necessary work schedule changes will conform to the current Collective Bargaining Agreement, if applicable.* No employee shall be allowed to participate in the Firearms Remediation/Requalification Program more than two times a year or more than three times in *his/her* career.
- g. If a *SUDPS sworn personnel* fails to qualify with *their assigned* AR-15, *he/she* will have 30 days in which to qualify but may not carry the weapon until *he/she* has qualified with it. The *employee* shall immediately notify *his/her supervisor and the Director of Public Safety or his/her designee* as to the failure to qualify. If by the end of the (30) days the *employee* does not qualify *he/she* may no longer carry the weapon until *he/she* demonstrates proficiency with the weapon, *qualifies* with the weapon and is approved by the Rangemaster and *Director of Public Safety or his/her designee* to once again carry the weapon.
- h. All *SUDPS sworn personnel* assigned a Glock handgun will:
 - 1) Qualify on a comprehensive training course as established by the *Sheriff's Office Training and Compliance Division* at least once during each of the following six-month periods: January 1 through June 30 and July 1 through December 31.

Sworn personnel shall also successfully complete any additional periodic and agency-specific firearms training or qualification course as may be required by the Director of Public Safety.
 - 2) The qualification course shall provide familiarization and skills in shooting techniques, enabling the *sworn employee* to utilize the handgun, shotgun, and the AR15, both safely and effectively, while providing instructions regarding the consequences of the use of deadly force.
 - 3) *Sworn personnel* shall qualify with all firearms they carry on duty. There will be no exceptions. *SUDPS sworn personnel will qualify using the holster(s) they use on duty.*
 - 4) *Sworn personnel* assigned to carry specific departmental weapons due to an assignment to a special team must be qualified with those weapons on a course established by the special team.



- 5) *Sworn personnel*, upon graduating from the POST basic training academy, will be considered qualified to carry a firearm for the qualification period in which they graduate, *for the weapons with which they have qualified*.
- 6) *Sworn personnel* are encouraged to qualify with the clothing they wear at work (i.e. uniform, suit/tie) at least once per year.
- i. The *Sheriff's Office Training and Compliance Division and the SUDPS Training Manager* will keep accurate records to ensure the compliance of all *SUDPS sworn personnel* with *Sheriff's Office and SUDPS agency-specific* qualification requirements and will prepare a list of names to forward to the *Sheriff and Director of Public Safety* of *SUDPS* personnel who fail to comply with the standards.
- j. *A sworn employee who is unable to perform the totality of the job, including proficiency with assigned weapons, after being provided with remedial training and the opportunity to re-qualify as outlined in this General Order is subject to termination.*

C. RANGE RULES:

- 1. In order to promote a safe environment for firearms training, the following rules shall be in effect at the Sheriff's Office range facility:
 - a. No firing is permitted unless an authorized range instructor is present. There shall be no exceptions.
 - b. Personnel on the range shall adhere to all instructions and orders of the Rangemaster in charge.
 - c. Firearms will not be handled, loaded or unloaded, unless the Rangemaster gives specific instructions or permission to do so.
 - d. *Sworn personnel* shall always handle every firearm as though it were loaded.
 - e. Uncased or unholstered revolvers will be carried by the top strap with the cylinder open.
 - f. Uncased or unholstered (semi-automatic) pistols will have the magazine removed and the slide locked open.
 - g. Uncased rifles and shotguns will be carried with the action open.
 - h. Dry firing will be done only on the firing line on command.
 - i. If a firearm is handed from one person to another, the cylinder, slide, bolt, or action will be open, and the person receiving the firearm will check to verify that it is not loaded.



- j. When on the firing line, if the firearm is not holstered, it shall be pointed down range.
- k. When firing a course that requires drawing the firearm from a holster, the shooter shall keep *his/her* fingers out of the trigger guard until the firearm is clear and pointed down range.
- l. If a misfire occurs or mechanical difficulty develops with a firearm, the shooter should attempt to clear the firearm. If the shooter is unable to rectify the problem, assistance should be summoned from the range staff.
- m. If assistance is needed while on the firing line:
 - 1) Keep the firearm pointed down range
 - 2) Call for the range officer
 - 3) Raise the free hand above your head
 - 4) Wait for further instructions
- n. No alcoholic beverages are permitted within the range facility.
- o. Personnel will not be permitted on the range if they have been drinking alcoholic beverages or have consumed a drug which is likely to impair their ability to safely operate a firearm.

D. ON-DUTY BACKUP FIREARMS: (IACLEA 7.2.2)

- 1. *The Director of Public Safety may authorize the use of secondary or back-up firearms on a case-by-case basis. If specifically authorized, the employee and equipment must meet the following criteria:*
 - a. *Sworn personnel are authorized under California State Penal Code Section 830 to carry firearms in the performance his/her assigned duties.*
 - b. The employee is carrying *his/her* primary agency-issued duty weapon in a loaded condition.
 - c. The firearm is purchased by the employee and is maintained as the personal property of the employee carrying the firearm.
 - d. The firearm is used and maintained in original factory condition without any modifications. (Limited modifications may be authorized by the Sheriff's Office Rangemaster to the sights and grips of the guns in order to accommodate the user, but such authorization shall be requested in writing and approved prior to any modifications being made.)



- e. The firearm is carried in a concealed manner on the employee's person and is not subject to casual view by others.
- f. The firearm is carried in a holster or other device which is designed to prevent accidental discharge, dropping, or loss during strenuous work activities. The firearm shall *be decocked* and holstered with the safety "On" if equipped. *Sworn personnel* shall qualify bi-annually with the back-up or secondary firearm using the holster the employee carries the backup or secondary firearm at the Santa Clara County Sheriff's Officer Firearms Training Facility in accordance with the standards set by the Sheriff's Office Rangemaster.

Sworn personnel shall also successfully complete any additional periodic and agency-specific firearms training or qualification course as may be required by the Director of Public Safety.

- g. The firearm meets the following criteria:
 - 1) Any Glock, Beretta, Ruger, Smith & Wesson or Sig Sauer pistol with an overall barrel length of four inches or less, chambered in .380 ACP, 9mm, .40 S&W or 45 ACP.
 - 2) Any Colt, Ruger or Smith & Wesson, double-action revolver with an overall barrel length of 4 inches or less, and of five or six-shot capacity, chambered for either .38 special or .357 magnum.
 - 3) Any variance to weapon type must be approved by the *Director of Public Safety, the Sheriff's Office Training and Compliance Captain and the SCCSO Rangemaster.*

E. OFF-DUTY FIREARMS:

The authority for Stanford sworn personnel (aka Stanford Reserves) to carry firearms to perform law enforcement duties in accordance with the MOU between Stanford University and Santa Clara County is granted by the Santa Clara County Sheriff's Office. SUDPS does not possess the ability to grant SUDPS sworn personnel (or any other person) the ability to lawfully conceal a firearm on his/her person independent of the MOU. As such, and in accordance with the MOU, when Stanford sworn personnel are not scheduled to work or authorized by SUDPS to perform work, he or she shall not carry a concealed firearm on his or her person unless he or she possess a valid CCW permit or is otherwise permitted or authorized to carry a concealed weapon pursuant to other laws.

SUDPS employees who are lawfully authorized to carry a concealed firearm unrelated to their employment with Stanford University and who elect to carry a firearm unrelated to their assigned duties and employment with SUDPS assume the risks and responsibilities of doing so.

SUDPS sworn personnel shall not carry a Stanford issued weapon, magazine or equipment



when off-duty without written approval by the Stanford Director of Public Safety.

A SUDPS employee who has been issued a CCW is expected to comply with the conditions set forth by the issuing agency.