

**CITY OF OCONOMOWOC POLICE DEPARTMENT
POLICIES & PROCEDURES**

DATE: February 3, 2021

HISTORY: December 8, 2020
December 10, 1998

SUBJECT: Weapons Maintenance

POLICY NUMBER: 98-053

I. INTRODUCTION

Police weapons must always function safely and reliably. While the various weapons issued or approved for use on-duty by the department are reliable, durable mechanisms, they are also precision instruments, which require reasonable care on a regular basis. Exposure to the elements, long term neglect, even normal usage could eventually adversely affect the reliability of these weapons. The manufacturers of these weapons recommend a conscientious maintenance program consisting of routine cleaning and preventive maintenance by the user combined with periodic inspections by a qualified armorer.

II. PURPOSE

The purpose of this policy is to establish responsibility for the maintenance and repair of all duty weapons at regular intervals.

III. APPLICABILITY

This directive shall apply to weapons owned and issued by the department and to those belonging to department members, who have been authorized to carry a personally owned weapon on-duty.

IV. SIDEARMS

A. Officer Responsibility

1. Inspection: Every officer, regardless of assignment, should perform visual and operational inspection of his/her sidearm weekly.
2. Cleaning: Every officer, regardless of assignment, should thoroughly clean and lubricate his/her sidearm.
 - a. All weapon cleaning must be conducted in the provided weapon cleaning room, at no time should any weapon be cleaned, handled, or inspected in any other area of the police department.
 - b. The provided bullet trap must be utilized while conducting all clearing and loading of all weapons, to include rifles and shotguns. All function checks must also be conducted in the bullet trap. All ammo must be kept in the bin provide next to the bullet trap and remain in that location while cleaning of weapons is conducted.
 - c. After discharge weapon/magazine of cartridges.
 - d. Following significant or prolonged exposure to moisture, dust, or another contaminant.
 - e. Monthly, if the sidearm, though unfired, is carried daily.

3. All breakages and malfunctions of a sidearm shall be immediately referred to a department firearms instructor.
- B. Department Firearms Instructor
1. Inspection: Semiannually, a department firearms instructor shall disassemble, safety inspect, function test and test fire each department-owned firearm.
 2. Cleanliness: Firearm instructor will make periodic checks of officer weapons to ensure cleaning has been completed.
 3. Repair: A department certified armorer or certified armorer shall perform either necessary repairs or adjustments to all sidearms carried on duty or arrange for this service through a factory authorized facility.
- C. Special Safety Restrictions
1. For the safety of all officers, the following shall be strictly prohibited in reference to any handgun carried on duty:
 - a. The alteration, modification, or replacement of any part of the weapon without first consulting with a department firearms instructor.
 - b. Removal or disassembly of the semi-auto beyond removal of the slide, guide rod, spring, and the barrel.

V. SHOULDER WEAPONS

- A. Squad Weapons
1. Patrol Personnel
 - a. Immediately prior to beginning a tour-of-duty, all officers and supervisors shall inspect the shoulder weapon(s) of the squad assigned to them following the guidelines provided by the Firearms Instructors.
 - b. All breakages and malfunctions of a squad weapon shall be immediately reported to their Supervisor/OIC.
 2. Department Firearms Instructors:
 - a. Inspection: Semiannually, an armorer shall disassemble, clean, and lubricate, safety inspect, function test, and test fire each squad weapon.
 - b. Repair: An firearms instructor shall perform either necessary repairs or adjustments to all squad weapons or arrange for this service through a factory authorized facility.

VI. MAINTENANCE AND REPAIR RECORD

- A. Side arms
1. Department firearms instructors shall maintain a permanent record of all inspections, adjustments and repairs performed by them on all side arms carried on duty.
- B. All Shoulder Weapons
1. It is recommended that each officer record the daily inspection of the shoulder weapons contained in his/her assigned patrol squad on their activity sheet.
 2. Department firearms instructors shall maintain a permanent record of all inspections, adjustments and repairs performed by them on all shoulder weapons.

VII. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE

This policy is effective immediately
and will supersede any directives or understandings in conflict