

## Departmental Purchase of Firearms

### 700.1 PURPOSE AND SCOPE

This policy establishes procedures for the acquisition of departmentally owned firearms, purchased by the Department, for departmental use. For private purchase of firearms by members of this Department, refer to Policy Section 380.

All departmental firearm purchases, including, but not limited to, Less Lethal Shotguns and 40mm less lethal launchers, shall be conducted by the Training Division Armory. The purchase and distribution of ECDs will be conducted via the Quartermaster Unit.

### 700.2 DIVISIONS, BUREAUS, UNITS AND TEAMS REQUESTING THE PURCHASE OF FIREARMS FOR DEPARTMENTAL USE

Divisions, bureaus, units and teams requesting to purchase firearms for Departmental use shall contact Armory personnel and indicate:

1. Who is requesting the firearm purchase.
2. What firearm system they intend to purchase.
3. Any associated firearm accessories.
4. The number of firearms requested.

### 700.3 ARMORY PERSONNEL RESPONSIBILITIES

1. Maintain standard configurations of all weapons to be purchased, including all accessories.
2. Coordinate fiscal requirements with the purchase of the firearms.
3. Take receipt of the firearms.
4. Assemble associated accessories.
5. Contact Teletype and provide the make, model and serial numbers of all new firearms. This information will be entered into the California Department of Justice Automated Firearms System (AFS) as an Institutional Firearm.
6. Enter the new firearms into the Department Inventory system.
7. Issue completed firearms to the appropriate division/bureau/unit.