


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date December 15, 2013		APD.SOP.3040 Weapons
Applicable To: All employees		
Approval Authority: Chief George N. Turner		
Signature: Signed by GNT		Date Signed: 12/11/13

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1. PURPOSE

To establish the policies and procedures for authorizing, issuing, and maintaining lethal and less lethal weapons.

2. POLICY

All sworn employees will carry and use only those lethal and less lethal weapons and/or ammunition authorized by the Atlanta Police Department under the terms of this directive.

3. RESPONSIBILITIES

3.1 The Chief of Police is responsible for determining the lethal and less lethal weapons that will be authorized and issued to sworn employees of the department.

3.2 Division and Section Commanders are responsible for ensuring that sworn employees under their command are in compliance with this directive.

3.3 All supervisors are responsible for ensuring that sworn employees under their command are in compliance with this directive, inspecting issued or approved weapons, and taking immediate corrective action when necessary.

3.4 Sworn employees are responsible for complying with this directive.



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- 3.5 The Training Section Commander is responsible for ensuring that all training meets department and Georgia Peace Officer Standards and Training Council requirements. The Training Section will also be responsible for the storage and maintenance of all training records.
- 3.6 The Firing Range Supervisor is responsible for planning, implementing, and conducting all firearms training on the firearms courses approved by the Training Section Commander. Moreover, the Firing Range Supervisor or his/her designee will inspect all department issued or approved firearms, and service them when necessary.
- 3.7 The Logistics and Supply Unit Commander is responsible for issuing replacement Oleoresin Capsicum canisters and authorized ammunition to employees.
4. ACTION
- 4.1 Department-Issued Pistols
- 4.1.1 All sworn employees are authorized to carry the department issued pistol both on duty and off duty. The department issued pistol is the Smith and Wesson M&P and the Glock Model 22 .40 caliber semiautomatic pistols. Sworn employees will carry department issued pistols only after they have been trained by a certified instructor and demonstrated proficiency to the Training Section. (CALEA 5th ed., standards 1.3.9a & 1.3.10)
- 4.1.2 Only department issued or approved ammunition will be carried and/or used in department issued firearms. Department approved ammunition for the .40 caliber firearms is 180 grain copper jacketed bonded hollow point. (CALEA 5th ed., standard 1.3.9b)
- 4.1.3 Uniformed employees while on duty will carry their department issued pistol in a department approved holster as their primary firearm. Non-uniformed employees while on duty will carry their issued or approved pistol in a manner that allows the weapon to be secure and easily accessible for immediate use.
- 4.1.4 Modifications to department issued pistols are prohibited. This prohibition includes, but is not limited to: the use of any magazine that is not produced by the manufacturer of the weapon and approved by the department; the installation of any grip or grip enhancer other than that originally installed on the weapon, and the affixing of any decals, engravings, painting, or marking to any part of the weapon. The Firing Range staff will notify the appropriate division commander if a sworn employee within their chain of command has modified the department issued pistol.
- 4.1.5 Weapon Mounted Lights
1. All sworn employees are authorized to have a weapon-mounted light system on their handgun provided that the employee has a department-approved light, a department-approved dedicated light holster, and have been trained by a certified department firearms instructor and demonstrated proficiency to the Training Section.
 2. Sworn employees assigned to the Criminal Investigations Division (CID), a Field Investigative Team (FIT), or other plain clothes assignment will be authorized to carry a separate, detachable light system after they have been trained by a certified department firearms instructor and have demonstrated proficiency to the Training Section.



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- 4.1.6 Department issued pistols will be inspected by a qualified weapons instructor or armorer prior to being issued to employees and thereafter at least annually. Inspections will be made to ensure weapons have been properly maintained and have not been altered or modified. (CALEA 5th ed. standard 1.3.9c)
- 4.1.7 The Firearms Training Unit shall conduct firearms training annually to ensure that all sworn employees demonstrate proficiency with the issued service pistol and other authorized firearms. Employees who fail to qualify or do not demonstrate adequate proficiency in weapons operation and safety will be placed in a non-enforcement status. Within forty-five (45) days of being placed in a non-enforcement status, the employee shall be scheduled for remedial training and given a minimum of five (5) attempts to pass the course. Employees who fail to qualify shall remain in a non-enforcement status and be required to complete the fifty-six (56) hour Recruit Mandate Firearms Training Course with the next scheduled class. Upon successful completion, the employee shall return to full duty. In the event that the employee does not achieve one passing score during Recruit Mandate Firearms Training, the employee shall be recommended for termination.
- 4.2 Personally Owned or Other Issued Firearms
- 4.2.1 Uniformed sworn employees while on duty may carry their department approved personally owned or other issued firearms concealed as a secondary weapon. Non-uniformed sworn employees while on duty may carry their department approved personally owned or other issued firearms in a manner that allows the weapon to be secured and easily accessible for immediate use.
- 4.2.2 Employees requesting to carry personally owned or other issued firearms on duty or off duty must request approval by completing Form APD-713. Sworn employees will carry personally owned or other issued firearms only after they have been trained, by a certified instructor and demonstrated firearms proficiency. (CALEA 5th ed., standard 1.3.11a)
- 4.2.3 Sworn employees may request to carry any .38 caliber revolver, any Smith and Wesson 9mm revolver, or any departmentally approved .380, 9mm, or .40 semi-automatic pistol. (CALEA 5th ed., standard 1.3.9a)
- 4.2.4 Only department issued or approved ammunition will be carried or used in personally owned or other issued firearms. Department approved ammunitions are 180 grain copper jacketed bonded hollow point for .40 caliber firearms, 147 grain bonded copper jacketed for 9mm firearms, 95 grain jacketed hollow point for .380 firearms, and +P 125 grain jacketed hollow point for .38 firearms. (CALEA 5th ed., standard 1.3.9b)
- 4.2.5 Sworn employees who carry their department approved firearm, while off-duty and wearing civilian clothes, will keep their firearm in a manner that does not attract attention. The officer should take appropriate action to safeguard their firearm when attending a public gathering.
- 4.2.6 Sworn employees, who are carrying a firearm to an out-of-state destination, shall be governed by departmental policy and federal law (H.R. 218, "The Law Enforcement Officers Safety Act of 2004").
- 4.2.7 When executing a specific duty assignment and after the successful completion of the FAA approved LEO flying armed training program, sworn employees may fly armed aboard aircrafts. The employee must submit an approval letter signed by the chief, or division commander and the employee must also submit the Agency ORI to the Transportation Security Administration prior to attempting access onto the aircraft. (14 Code Federal Regulations (CFR) part 108.219, Federal Register, Vol. 66, page 27330)



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- 4.2.8 Sworn employees who request and receive approval to carry a personally owned or other issued firearm must renew that approval annually. Personally owned or other issued firearms must be inspected and approved by a qualified weapons instructor or armorer prior to being carried on duty. If a personally owned firearm is in need of repair, it must be repaired at the officer's expense and returned to the APD Firing range for re-inspection. All employees must successfully complete the department's basic firearms training for the personally owned or other issued firearm.
- 4.2.9 The Training Section staff will document on Form APD-713 those sworn employees who obtain a qualifying score on personally owned or other issued firearms. The original will be maintained by the Training Section, and copies will be distributed to the employee, the employee's section file, the employee's personnel file, and OPS. (CALEA 5th ed., standards 1.3.9e & 1.3.11b)
- 4.2.10 Employees who have qualified with a .380 sub-compact handgun will not carry that handgun as their primary handgun unless they are operating in an undercover capacity where operations would be compromised by the presence of larger caliber firearms.
- 4.3 Oleoresin Capsicum (O.C.) Spray
- 4.3.1 Sworn employees will carry a department-issued O.C. gas canister only after they have been trained by a certified instructor and have demonstrated proficiency to the Training Section. Refresher or update training will occur at least biennially. The department-issued O.C. gas canister will be inspected by a trained instructor prior to being issued to the officer. (CALEA 5th ed., standards 1.3.9c, 1.3.10, & 1.3.11)
- 4.3.2 The department approved O.C. is Bodyguard LE-5 (5% pepper spray, 2 million Scoville Heat Units, 13.3% Capsaicinoids). (CALEA 5th ed., standard 1.3.9a)
- 4.3.3 The following guidelines should be followed with respect to O.C. use:
1. O.C. should not be used in a department vehicle.
 2. O.C. will not be used when the subject has been successfully restrained, is in custody, or is otherwise under control.
 3. Communications will be notified as soon as possible after the use of O.C.
 4. Officers will use caution while in contact with the subject to avoid cross contamination.
 5. Subjects will be secured as quickly and safely as possible.
 6. Any affected persons should be removed from the contaminated area as quickly and safely as possible.
 7. Officers will flush the eyes and face of the affected subject with clean water as soon as possible after the subject is secured. Officers will reassure subjects that symptoms are temporary and; attempt to relieve anxiety by talking to subjects.
 8. Officers will request the assistance of EMS at the scene to evaluate the need for further treatment. (CALEA 5th ed., standard 1.3.5)



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- 4.3.4 Employees may use O.C. on an animal that presents a real and immediate danger to the employee or other persons, if there are no other humane means to control the animal. If the animal exhibits signs of distress, Animal Control must be contacted.
- 4.3.5 Modifications or alteration to the O.C. canister are prohibited. Employees will report any problems with the O.C. container to their immediate supervisor.
- 4.3.6 Supervisors will inspect the O.C. canisters quarterly to ensure that any problems with the canister are addressed immediately.
- 4.3.7 Employees will obtain replacement O.C. canisters from the Logistics and Supply Unit after any discharge of O.C., regardless of the amount of O.C. used. Employees will also obtain replacement O.C. canisters for expired, damaged canisters or canisters with broken seals.
- 4.4 Expandable Baton
- 4.4.1 Sworn employees will carry the department issued expandable baton only after they have been trained by a certified instructor and demonstrated proficiency to the Training Section. Refresher or update training will occur at least biennially. The department issued expandable baton will be inspected by a trained instructor prior to being issued to the officer. (CALEA 5th ed., standards 1.3.9c, 1.3.10, & 1.3.11)
- 4.4.2 The department issued expandable baton is manufactured by ASP and is 21 inches long when fully expanded. (CALEA 5th ed., standard 1.3.9a)
- 4.4.3 Unauthorized modifications or alterations of the department-issued expandable baton are prohibited. Employees will report any problems with the expandable baton to their immediate supervisors.
- 4.4.4 Employees who have been certified on the ASP baton may acquire the ASP Leverage Cap through independent individual purchase or the annual uniform allotment. Other devices and additions are prohibited.
- 4.5 Shotguns
- 4.5.1 All sworn employees are authorized to carry the department issued shotguns after they have been trained by a certified instructor and demonstrated proficiency to the Training Section. The department issued shotgun is the Remington Model 870 pump-action shotgun. Only 12 gauge "00" buckshot and the 12 gauge 2 ¾ inch Rifled Slugs will be used. Refresher or update training will occur at least annually. (CALEA 5th ed., standards 1.3.9 bullets a & b, 1.3.10, & 1.3.11)
- 4.5.2 Shotguns will only be carried in department vehicles equipped with an approved shotgun mount. Employees are responsible for the safe operation and security of the shotgun. The following guidelines should be followed:
1. Shotguns will be considered ready for duty when the safety is on, the magazine is loaded to capacity, the chamber is empty, and it is locked in the gun mount.
 2. The shotgun will remain locked in the gun mount at all times unless removed in accordance with this directive.
 3. The shotgun may be removed if there is a reasonable expectation of an encounter with a suspect(s) armed with a weapon or as necessary and appropriate to accomplish lawful objectives.



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4. The shotgun will be removed from the gun mount only after notifying a dispatcher and a supervisor.
 5. Shotguns will only be carried and used in a manner consistent with training provided by the Training Section.
- 4.5.3 Shotguns will be removed from department vehicles at the end of each watch. Shotguns are not to be stored in vehicles.
- 4.5.4 DUI Task Force officers are authorized to carry and use the Remington Model 870 pump-action shotgun once the officer has been trained by a certified department firearms instructor and has demonstrated proficiency to the Training Section.
1. The Remington Model 870 pump-action shotgun will only be issued to officers assigned to the DUI Task Force. Upon reassignment the officer will be required to turn the shotgun in to the Firearms Training Unit to be issued to another qualified DUI Task Force officer.
 2. The Remington Model 870 pump-action shotgun will be carried in the trunk of the officer's patrol car in a shotgun mount or in an approved case. The shotgun will be loaded to "gun box" ready with a sling attached and will only be deployed in accordance with departmental policy on shotgun use.
 3. Approved ammunitions for the Remington Model 870 pump-action shotgun are the departmentally approved 12 gauge 2 $\frac{3}{4}$ inch 00 Buckshot and the 12 gauge 2 $\frac{3}{4}$ inch Rifled Slugs.
 4. The attached light system on the Remington Model 870 pump-action shotgun will only be used in accordance with departmental policy regarding weapon mounted lights.
- 4.6 Patrol Rifle Program
- 4.7 Training, Qualification, and Eligibility Requirements
- 4.7.1 An officer must meet the training, qualification, and eligibility requirements, as set forth in this directive, prior to carrying a department approved patrol rifle on duty.
- 4.7.2 An officer must receive a minimum passing score on the firearms qualification course with their Department issued firearm at the previous years In-Service Firearm Training to be eligible to carry a patrol rifle.
- 4.7.3 In order to participate in the Patrol Rifle Program, officers must have successfully completed their initial employment probationary period.
- 4.7.4 Sworn personnel who have not completed the department approved training course, for the patrol rifle program, are ineligible to carry, use, or discharge a patrol rifle while on-duty or while working a department approved extra job.
- 4.7.5 Upon completing the annual patrol rifle training requirements, as set forth by the Firearms Training Unit, officers must be able to qualify and demonstrate proficiency, with their department approved patrol rifle. Failure to maintain annual patrol rifle proficiency will result in the revocation of an officer's certification to carry the patrol rifle.



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- 4.7.6 Officers certified to carry a patrol rifle may be required to attend additional training at the discretion of the Training Academy Section and/or the Firearms Training Unit.
- 4.7.7 The Firearms Training Unit Commander is responsible for conducting, implementing, and maintaining the requirements for the patrol rifle program.
- 4.7.8 Officers must submit a completed Personal Weapon Request Form to their Section Commanders in order to be authorized to carry a personally owned patrol rifle. The completed Personal Weapon Request Form will serve as documentation to Unit Commanders that an officer is certified to carry the patrol rifle. In addition, the form must specify the weapon's configuration at the time of qualification.
- 4.7.9 An officer placed on non-enforcement status cannot qualify nor participate in the patrol rifle program. However, the officer may regain his/her ability to carry a patrol rifle and/or attempt to qualify upon his/her return to enforcement status.
- 4.7.10 Officers authorized to carry a department approved patrol rifle will be issued training ammunition and duty ammunition. Officers participating in the Patrol Rifle Program are only authorized to use the .223 caliber, 55 grain soft point ammunition issued by the department.
- 4.8 Deployment of the Patrol Rifle
- 4.8.1 Barring exigent circumstances, officers must seek a supervisor's approval prior to deploying patrol rifles. However, the authorizing supervisor is not required to be present, at the scene, to authorize the deployment of a rifle.
- 4.8.2 Whereby a supervisor is not on scene and authorization to deploy a patrol rifle has been requested by an officer, the supervisor's authorization, or lack thereof, to deploy a patrol rifle should be communicated via radio communication by the use of code 31.
- 4.8.3 In exigent circumstances, whereby an officer deploys his/her patrol rifle without prior supervisor authorization, the officer must notify a supervisor as soon as the situation permits.
- 4.8.4 Officers will only chamber a round into their patrol rifle when the rifle is being deployed for actual use. In addition, the patrol rifle must have a departmental approved sling attached and officers must have additional magazines readily available for use.
- 4.8.5 Officers certified to carry patrol rifles are authorized to deploy their rifles under the following conditions:
1. Active Shooter Incidents (APD.SOP.3185)
 2. High Risk Critical Incidents, which includes but are not limited to the following:
 - a. Felony crimes in progress where there is reason to believe the perpetrator(s) may be armed with a firearm or have immediate access to a high-powered weapon;
 - b. Suspect(s) may be wearing protective body armor;
 - c. Perimeter support for police personnel;
 - d. Support of special operations (i.e. hostage situations, barricaded suspects, and armed suicidal suspects); or



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- e. Civil disorder, when specifically authorized by the Chief of Police or his/her designee.
- 3. Supervisors have the authority to direct officers to deploy their patrol rifles when deemed necessary to control a given incident.
- 4.8.6 In instances whereby the patrol rifle is deployed by plain clothes sworn personnel, officers must wear a marked police "raid" jacket/vest or an article of clothing that is visibly marked "POLICE" on the front and back.
- 4.9 Rifle Carry Mode
 - 4.9.1 An officer's patrol rifle must be transported in the trunk of their patrol vehicle, in "patrol ready" mode, and in a department approved carrying case.
 - 4.9.2 At no time will an officer leave his/her patrol rifle unsecured inside a patrol vehicle and/or in plain view or reach of the public.
- 4.10 Patrol Ready Mode
 - 4.10.1 An officer's patrol rifle will be considered "patrol ready" when the rifle's safety is on, the chamber is empty/clear, the action is closed, and a loaded magazine (thirty round maximum) is seated in the magazine well.
- 4.11 Patrol Rifle Specifications & Inspections
 - 4.11.1 Authorized sworn personnel of the department may elect to purchase and carry a department approved patrol rifle that meets the specifications and guidelines outlined in this written directive.
 - 4.11.2 The Firearms Training Unit will be responsible for inspecting and approving all personally owned patrol rifles to ensure compliance with this directive.
 - 4.11.3 For the Patrol Rifle Program, the only department authorized rifle is a factory standard AR platform rifle, gas-operated, semi-automatic, .223 caliber rifle, with 5lbs minimum trigger pull, equipped with iron sights, and barrel length must be 16" to 20". In addition, the only ammunition authorized in the patrol rifle is the department issued .223 caliber, 55 grain soft point bullets.
 - 4.11.4 Officers authorized to carry patrol rifles are permitted to mount and use approved optics provided that the optics does not interfere with the ability to use the iron sights if the optics fails.
 - 4.11.5 Officers are authorized to attach department approved light systems to their patrol rifles. Attached light systems on the patrol rifle will only be used in accordance with the department's written directive regarding weapon mounted lights.
 - 4.11.6 Additional accessories such as a vertical grip, bi-pod, collapsible stock, or cheek piece, are authorized provided that the accessories do not interfere with the functioning of the weapon, and that officers have qualified with the weapon in its configuration.
- 4.12 Damaged & Repaired Patrol Rifle
 - 4.12.1 All sworn personnel carrying a department approved patrol rifle must carry a patrol rifle that is functionally reliable, operational, and safe. If an inspected patrol rifle is deemed functionally unreliable, damaged, or unsafe, or that an officer finds that there is a problem with his/her rifle, the rifle must be taken out of service and the officer must take the rifle to the Firearm Training Unit as soon as possible.



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- 4.12.2 In instances whereby the Firearm Training Unit armorer is unable to repair the damaged or functionally unreliable rifle, it becomes the responsibility of the officer who owns the weapon to have it repaired at his/her expenses.
- 4.12.3 A patrol rifle that has been out of service for repair, by a non-department armorer, must be re-inspected by the Firearms Training Unit prior to returning the repaired patrol rifle into on-duty service.
- 4.13 Heckler & Koch MP5 Submachine Gun
- 4.13.1 Sworn employees assigned to the Fugitive Unit, Narcotics Unit, Weed & Seed Unit and HIDTA are authorized to carry and use the Heckler & Koch MP5 Submachine Gun once the employee has been trained by a certified department firearms instructor and has demonstrated proficiency to the Training Section. Sworn employees are required to re-qualify on an annual basis.
- 4.13.2 Only department issued or approved, 9mm ammunition will be carried and/or used in the Heckler & Koch MP5 Submachine Gun.
- 4.13.3 The Chief of Police may determine at his or her discretion what other units are authorized to carry and use the Heckler & Koch MP5 Submachine Gun.
- 4.14 Heckler & Koch UMP40 Submachine Gun
- 4.14.1 Sworn employees assigned to the Airport Section, Fugitive Unit, Narcotics Unit, APEX, Weed & Seed Unit and HIDTA are authorized to carry and use the Heckler & Koch UMP40 Submachine Gun once the employee has been trained by a certified department firearms instructor and has demonstrated proficiency to the Training Section. Sworn employees are required to re-qualify on an annual basis.
- 4.14.2 Only department issued or approved, .40 caliber ammunition will be carried and/or used in the Heckler & Koch UMP40 Submachine Gun.
- 4.14.3 The Chief of Police may determine at his or her discretion what other units are authorized to carry and use the Heckler & Koch UMP40 Submachine Gun.
- 4.15 Electronic Control Device (ECD)/Taser
- Refer to APD.SOP.3042, "Electronic Control Devices," for policies and procedures in the use, reporting, and maintenance of the ECD.
- 4.16 Special Weapons and Tactics Team (SWAT)
- 4.16.1 Along with the standard equipment issued to all police officers listed above, SWAT officers may be assigned to carry additional weapons. For a complete list of weapons and equipment that may be issued to SWAT officers refer to APD.SOP.4040 "Special Operations Section," section 4.8.6.
- 4.16.2 Only department-issued or approved ammunition will be carried or used in weapons assigned to SWAT personnel. (CALEA 5th ed., standard 1.3.9 bullets a & b)
- 4.16.3 SWAT officers will be issued special weapons only after they have been trained by a certified instructor and demonstrated proficiency in their use. The SWAT commander, or his or her designee, will ensure that special weapon training is conducted annually to ensure that all SWAT



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officers demonstrate proficiency with the issued weapons. Training and proficiency records will be documented and maintained by both the Training Section and the Special Operations Section. (CALEA 5th ed., standards 1.3.10 & 1.3.11 bullets a & b)

- 4.16.4 Department-issued special weapons will be inspected by a qualified weapons instructor or armorer prior to being issued to employees and thereafter at least annually. Inspections will be made to ensure weapons have been properly maintained. (CALEA 5th ed., standard 1.3.9c).
- 4.17 Employees Assigned to Task Forces
- 4.17.1 Employees assigned to task forces or other multi-jurisdiction units are authorized to carry the weapons and any other specialized equipment issued by that task force or agency in accordance with the task forces or agencies policies and procedures, provided that the employee receives written permission from their section commander.
- 4.17.2 Each employee or supervisor will send the request for use of another agencies weapons or specialized equipment through their chain of command. The section commander will approve or deny the request. The section commander is the sole authority for the final approval or denial. The approval or denial will be in writing and will be kept in the employee's personnel file. The request and the section commander's determination can be completed in memorandum form.
- 4.17.3 The employee will qualify with the weapon with the other agency's training staff or designated personnel. The employee will maintain the qualification as long as he uses or is issued the specialized equipment or weapon.
- 4.17.4 A copy of the qualification or letter indicating the qualification will be kept in the personnel file of the requesting employee.
- 4.17.5 Each weapon or specialized equipment will require a separate request.
- 4.17.6 Failure to adhere to any of the actions or responsibilities will result in the immediate cancellation of the approval by the section commander and may result in action being taken for violations of departmental procedures.
- 4.18 Firearms Inspection
- 4.18.1 Department issued firearms and magazines will be inspected for damage, cleanliness, and compliance with this directive by unit commanders or line supervisors on a quarterly basis.
- 4.18.2 During inspections the following guidelines must be adhered to:
1. Firearms inspections will take place in roll call formation.
 2. The magazine will be released from the firearm before the firearm is removed from the holster. The magazine will not be inserted back into the firearm until the firearm has been secured in the holster.
 3. When removed from the holster, the firearm will always be pointed toward the ground.
- 4.18.3 Supervisors will inspect the weapon and the magazine(s) to ensure that any problems with the firearm are addressed immediately. Officers will not be able to report for duty until their firearm passes inspection.



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4.19 The Training Section will document and maintain training records for employees as it concerns authorized weapons. Records will be maintained for one year after the employee separates from the department.

5. DEFINITIONS

5.1 Oleoresin Capsicum (OC): An aerosol container of chemical spray (non-flammable propellant and base), which contains 5% cayenne pepper.

5.2 ECD/Taser: A less lethal device that uses electrical current to override an individual's central nervous system for a brief time.

6. CANCELLATIONS

APD.SOP.3040, "Weapons," effective date, July 30, 2013

7. REFERENCES

APD.SOP.3185, "Active Shooter"
APD.SOP.4040, "Special Operations Section"

H.R. 218, "The Law Enforcement Officers Safety Act of 2004"
14 CFR 108.219 (Federal Register, Vol. 66, 27330)

Georgia Code 17-4-20

CALEA 5th edition, Standards 1.3.9, 1.3.10, and 1.3.11