

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## SECURITY AND CONTROL

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Chapter

## JF 10 - WEAPONS CONTROL

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JF 10/01.00 **GENERAL**

JF 10/01.01 **Purpose**

The purpose of this chapter is to provide policy and procedure regarding the use, issue, and storage of facility weapons withing the WCCF.

JF 10/01.02 **Cross Reference**

UJS    Section F

JF 10/01.03 **Definitions**

<b>Duty Sergeant</b>	Sergeant assigned to supervise the Housing and Control Room Staff
<b>exigence</b>	a situation requiring immediate action or assistance, or resolution; something arising out of current events, pressure, need, or demand
<b>hard inventory</b>	a permanent list of all tools and equipment
<b>jail issue pistol</b>	Glock 9mm or .40 cal. pistol with three magazines and/or 51 (9mm) 45 (.40 cal.) rounds of duty ammunition
<b>jail issue shotgun</b>	Remington model 870 pump action shotgun with ten shot shells
<b>OIC</b>	Officer in Charge
<b>OPD</b>	Ogden Police Department
<b>sally port</b>	double-door or double gate; controlled access point through the security barrier
<b>secure perimeter</b>	a physical barrier which forms a boundary which encloses the WCCF secure envelope
<b>WCCF</b>	Weber County Correctional Facility
<b>WCSO</b>	Weber County Sheriff's Office

JF 10/02.00    **WEAPONS CONTROL AND SECURITY**

JF 10/02.01    **Policy**

It is the policy of the WCCF that:

- A.    unless authorized in response to exigent circumstances or other purpose sanctioned by the Sheriff/Corrections Division Chief, fire arms, chemical agents, stun guns and other weapons shall not be used or permitted inside the secure perimeter of the WCCF;
- B.    all facility issued weapons shall be stored unloaded in the WCCF armory or other designated secure location, except when signed out/issued to an officer for transport duty, perimeter check, training, facility emergency, or other authorized use, as defined by WCCF policy;
- C.    all WCCF weapons shall be marked with a weapon control number;
- D.    Peace Officers shall be required to remove and secure their firearms and other weapons before being allowed access inside the secure perimeter of the WCCF;
- E.    the Corrections Division Chief should designate a staff member as a facility armorer to repair and maintain all facility issued or personal weapons used while on duty.

JF 10/02.02    **Rationale**

- A.    Firearms and other weapons, if obtained by prisoners, would create an enormous safety risk to the lives and safety of staff members.
- B.    Inattention to the manner in which weapons are stored and issued provides an opportunity for prisoners to exploit.
- C.    Jail officers are not armed; thus their safety is at risk if firearms are introduced into the facility.

JF 10/02.03    **Procedure: Armory Access**

A.    **General**

- 1.    All weapons certified staff will receive an I.D. card containing a weapon serial number and a control number. The serial number shall be assigned weapon for that officer. The control number shall be the storage bin for that weapon.

2. Staff must have a weapon I.D. card to check out a weapon. When a staff member checks out a weapon, he will leave his I.D. card in the vacant weapon bin. When the weapon is returned, the officer will retrieve his I.D. card.
3. Staff who have allowed their weapons certification to lapse, have left the employment of the WCSO, are under administrative review, etc., or at the request of the armorer, shall turn in their weapon I.D. card to the armorer.

B. Accompanied Access

Staff who enter the armory shall be accompanied by the Watch Lieutenant/designee. Accompanied staff may access the armory at any time for the purpose of issuing or returning weapons or ammunition.

C. Unaccompanied Access

The Sheriff or his assigned armorer shall be the only authorized staff to access the armory unaccompanied. The armorer may access the armory at any time for the purpose of maintaining weapons, ammunition, etc.

D. Emergency Access

1. Exigent circumstances may be determined by the Watch Lieutenant/designee. The OIC shall be responsible for documentation regarding WCCF property.
2. In the event of an exigent circumstance, the jail commander shall be notified as soon as possible.

JF 10/02.04 **Procedure: Armory Key Control**

The Sheriff's Complex main control room shall maintain two keys to the armory as well as a sign log. One key shall be designated as WCCF and one key will be designated as WCSO. These keys shall be the only means available to gain access to the armory.

JF 10/02.05 **Procedure: Weapons Storage and Maintenance**

- A. The WCCF armorer shall account for all facility issue weapons by conducting a bi-monthly inspection/inventory of the facility armory including but not limited to:
1. hand guns;

2. magazines;
  3. shotguns:
    - a. lethal;
    - b. less-lethal;
  4. weapon accessories (duty holster, belts, etc.);
  5. batons;
  6. less-lethal chemical agents;
  7. ammunition;
    - a. duty rounds (pistol/shotgun);
    - b. target rounds (pistol/shotgun);
    - c. less-lethal (shotgun).
- B. Any weapons found to be in need of repair shall be marked as inoperative and scheduled for maintenance by the armorer.
- C. The armorer shall maintain an armory inventory sheet for review by the Corrections Division Chief/Designee.
- D. Any discrepancy found during inventory shall be reported to the Corrections Division Chief upon being discovered.
- E. The WCCF armorer shall provide a sign out list for staff when checking weapons.

JF 10/02.06 **Procedure: Issue and Return of Weapons**

- A. Staff assigned to any duty as authorized by policy shall report to the Operations Lieutenant/Designee for weapons issue and/or return.
- B. The Operations Lieutenant/Designee shall sign out/in all weapons on the sheet provided to include but not limited to:
1. weapon control number;
  2. date and time; and

3. condition of the weapon.
- C. The officer being issued or returning weapons shall co-sign the sheet as proof of receipt or return.

JF 10/02.07 **Procedure: Loading/Unloading of Issue Weapons**

A. Loading

1. Before leaving the armory both issuing and receiving officers shall insure that issued firearms are loaded.
2. Glock pistols shall be loaded by:
  - a. inserting a magazine, and;
  - b. chambering one round.
3. Shotguns shall be loaded by inserting (4) shot shells in to the magazine. Officers shall not chamber a shotgun round, except when actively deploying the weapon.
4. All weapons shall be loaded over a sand bucket or other provided barrier.

B. Unloading

1. When returning weapons to the armory both returning and receiving officers shall ensure that firearms are unloaded.
2. Glock pistols shall be unloaded by:
  - a. removing the magazine; and
  - b. manually working the slide of the pistol until the chambered round is ejected from the weapon.
3. Shotguns are to be unloaded by:
  - a. working the action of the weapon once to open the chamber;
  - b. while the chamber is open, turning the weapon over; and
  - c. manually removing the remaining three shells from the magazine.

4. Shotguns shall not be unloaded by working the action of the weapon repeatedly until all shot shells are ejected from the weapon.
5. All weapons shall be unloaded over a sand bucket or other designated barrier.

JF 10/02.08    **Procedure: Weapons at the Kiesel Unit**

A.    General

1. Limited WCCF weapons and ammunition may be stored at the Kiesel facility in a locked cabinet.
2. Access to WCCF weapons at the Kiesel unit shall be as defined in 03/02.08 B, below. Other provisions as defined in this chapter shall apply (i.e., maintenance, loading, unloading, etc.)

B.    Access to WCCF Weapons at the Kiesel Unit

1. Staff assigned to any duty as authorized by policy shall report to the Kiesel bureau Operations Sergeant for weapons issue and/or return.
2. The Kiesel bureau Operations Sergeant shall sign out/in all weapons on the sheet provided to include but not limited to:
  - a.    weapon control number;
  - b.    date and time; and
  - c.    condition of the weapon.
3. The officer being issued or returning weapons shall co-sign the sheet as proof of receipt or return.