
Firearms Accountability

704.1 PURPOSE AND SCOPE

To enhance security and accountability of department issued firearms, the following guidelines and procedures have been established:

1. Conducting of periodic inventories of department-owned/issued firearms.
2. Issuing and turning in of department-owned/issued firearms.

This policy applies to the following firearms:

- Handguns, either purchased by this department or seized as evidence and converted to primary on-duty or backup use.
- Shotguns
- Bean-bag shotguns
- Patrol rifles
- SWAT firearms, including MP-5s, AR-15s, sniper rifles, and 40mm

704.2 INVENTORY OF FIREARMS

The Administrative Sergeant, or his/her designated representative, shall conduct physical inventories of all department owned/issued firearms. These inventories should be conducted, at a minimum, three times per year, preferably at times that coincide with the patrol shift rotation schedule. During the inventory, serial number, make, and model shall be verified.

Department issued handguns may be inventoried during scheduled range training. If an employee misses a range training event, the weapon may be physically inventoried on the employee's next scheduled work day.

SWAT weapons may be inventoried during scheduled SWAT training.

Records of the inventories shall be maintained in the Administrative Sergeant's office. If any changes in a weapon's status is noted, Spillman shall be updated to reflect that weapon's current status.

Upon completion of each inventory, a memorandum shall be written to the Administrative Captain indicating the results of the inventory.

704.3 ISSUING/TURNING IN OF FIREARMS

Whenever a department owned/issued firearm is issued or turned in, the transfer shall be completed by the Administrative Sergeant or a current member of the Range Staff. In the absence of the Administrative Sergeant and a Range Staff member, any on-duty supervisor may issue or recover a firearm.

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If the transfer of the firearm is facilitated by a Range Staff member or on-duty supervisor, the Administrative Sergeant shall be notified as soon as practicable of the firearm serial number, make, model and who the firearm was issued to or recovered from. The Administrative Sergeant shall then update the firearm status in Spillman.