

**GENERAL ORDER**

08/10/94

**WEAPONS AND PROTECTIVE EQUIPMENT INSPECTION**

This order outlines the inspection responsibilities of the Weapons Officer and also specifies the responsibilities of officers who are issued Department weapons.

**I. POLICY**

- A. WEAPONS OFFICER.** Commanding officers or officers-in-charge of all Department units assigned weapons and protective equipment shall designate an officer as the Weapons Officer and forward his/her name to the Training Division. The Weapons Officer will be responsible for the condition and serviceability of weapons, chemical agents, gas masks, body armor and ammunition assigned to the unit, with the exception of weapons and protective equipment permanently issued to individual officers.
- B. RETURN OF WEAPONS/PROTECTIVE EQUIPMENT.** Officers who are temporarily issued weapons or protective equipment shall immediately return them to the issuing unit upon completion of their assignments. Officers who are permanently issued weapons and protective equipment are exempt from this provision; however, they are responsible for maintaining and inspecting the equipment for serviceability before each tour of duty.

**II. PROCEDURES**

**A. DUTIES OF THE WEAPONS OFFICER**

- 1. INSPECTION.** Make a weekly inspection of all weapons, chemical agents, gas masks, body armor and ammunition assigned to the unit.
- 2. INVENTORY.** Inventory weapons and protective equipment monthly on "Weapon Officer Report/Inventory" (SFPD 176) and forward it to the Police Range. Include the following information: type and brand, model number, serial number, and condition/serviceability.
- 3. INOPERATIVE/DAMAGED WEAPONS.** Deliver any damaged or inoperative weapon or protective equipment item to the Police Range for repair or replacement.