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## I. Purpose

The purpose of this order is to establish departmental guidelines for carrying and maintaining firearms by sworn members of the Ann Arbor Police Department.

## II. Policy



It is the policy of the Ann Arbor Police Department to maintain firearms, and train officers in their use in accordance with these guidelines. Sworn members of the Ann Arbor Police Department who are authorized by law to carry firearms will demonstrate the utmost care as well as proper safeguards in the preservation and utilization of all authorized weapons. The supervisor in charge of the firearms program is the Chief Range Officer.

## III. Authorized Firearms

A. Only those firearms authorized by the Chief of Police will be carried on or off duty.

### B. Primary Firearm

1. Will be carried while on duty, unless otherwise authorized by the department.
2. Only one primary handgun will be authorized per officer unless otherwise authorized by the department as noted below.
3. Officers who operate in a plain clothes or primarily administrative function may elect to carry a personally owned Glock 26 or Glock 43X as their primary handgun while in plain clothes or working in the station in an administrative function.
4. Officers choosing to carry a Glock 26 or Glock 43X as their primary handgun must still maintain and qualify with their issued primary handgun.
5. Officers choosing to carry a Glock 26 or Glock 43X as their primary handgun shall notify the chief range officer of this in writing.
6. **See Attachment 1 for authorized primary firearms.**

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C. Backup Firearms

1. Backup handguns are permitted.
2. An officer may show proficiency with as many backup handguns as they wish.
3. **See Attachment 2 for authorized backup firearms.**

D. Off-duty Firearms



1. Either authorized primary or backup handguns may be carried off duty.
2. This order is not intended to apply to officers engaged in hunting, training or other shooting sports.
3. **See Attachment 2 for authorized backup firearms.**

E. Patrol Rifles.

1. The department shall provide patrol rifles for use by its officers.
2. **See Attachment 3 for patrol rifle details.**

F. Authorized Exceptions

1. An on-duty handgun, other than those prescribed in Attachment 1, may be carried with the approval of the Chief of Police. Such approval will be in writing and will be maintained by the Chief Range Officer. The handgun must be registered and inspected for mechanical function according to department procedures, and the employee must have demonstrated proficiency with it.
2. In urgent and temporary situations (less than 60 days), an employee may be given permission to carry a handgun an employee has not demonstrated proficiency with. Such exceptions to the primary handgun policy must be documented by the person giving approval and forwarded to the Chief for approval.

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G. Automatic Weapons



1. An employee must have the advance written permission of the Chief of Police to possess or utilize any automatic weapon.
2. Members of the Washtenaw Metro SWAT Team are exempt from this requirement for the purposes of SWAT training and duties.

IV. Registration of Firearms

- A. Department owned firearms will be registered in accordance with Michigan State Law, in the name of the City of Ann Arbor
- B. All personally owned firearms will be registered with the jurisdiction where the officer lives as required by Michigan State Law.
  1. Record of Handgun Form (U-117) will be completed for each personally owned authorized handgun an officer may carry.
  2. Form U-117 must be completed prior to firing the handgun during firearm training sessions.

V. Issuance of Department Handguns and Holsters

- A. All sworn officers will be issued a Glock 45 MOS, 9 mm handgun.
- B. Only department-authorized holsters may be used to carry the department issued handgun on duty. Officers will be provided a duty holster and admin holster.
  1. All sworn personnel will be issued the Safariland Model 7360RDS 7TS™ ALS®/SLS™ Mid-Ride, Level III Retention™ Duty Holster.
    - a. Officers assigned an individual Body Worn Camera should have a holster equipped with an Axon Signal Sidearm Device.
  2. All sworn personnel will be issued the Safariland Model 7378RDS 7TS Admin Holster. The holster may be worn with a paddle or belt loop holder.

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- a. Non-patrol officers who elect to carry a Glock 26 or Glock 43X as their primary weapon must purchase and use only an approved holster. (See Attachment 1)

- C. Prior to being issued, all department handguns will be inspected by a department armorer.



## VI. Carrying of Firearms

### A. Uniformed Patrol or Similar Activities



1. Sworn Personnel assigned to uniformed patrol or similar activities shall carry their fully loaded department issued primary handgun in the duty holster.
2. Sworn Personnel will carry at least two additional full magazines as spare ammunition (outside of The Justice Center).
3. A backup handgun will be carried out of sight, secured in a holster.
4. These policies apply to all uniformed overtime/EOS assignments.

### B. Non-Uniformed Assignment, Administrative Duty, or Station Assignment .

1. Sworn Personnel assigned to non-uniformed duty, primarily administrative duty, or a station assignment shall carry a fully loaded primary handgun. Personnel may utilize the admin holster or other authorized holsters.
  - a. Personnel who by the nature of their assignment must not be recognized as police officers (LAWNET/DEA) are authorized to carry their primary or secondary weapon in any holster specifically designed for use with that weapon. Personnel must show proficiency with any holster used in this capacity. When feasible the weapon shall be carried in a holster with some form of retention.
2. Personnel will carry a minimum of one spare magazine with them in addition to the magazine in the handgun (outside of The Justice Center).

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3. When not being carried, the handgun will be secured and readily accessible.
  4. Personnel who due to the specific nature of their assignment or restrictions due to medical conditions may be exempt from carrying a firearm.
  5. Examples of Station Assignments may include light duty, training, court appearances, front desk assignments, background investigations.
- C. Firearms carried on duty will be in an operable and clean condition. Handguns will have one round in the chamber, and a full magazine inserted.
- D. Officers will always keep their firearms secure. Officers will take appropriate measures to secure their firearms when not on their person, such as in the locker room, at home and during any vehicle transport. These measures may include storage in a locked gun case or vault, or a locking device that attaches to the weapons. It is each officer's responsibility to ensure that unauthorized persons do not have access to their weapons.
1. Officers will be issued a locking device with their handgun as well as a case. The case will be turned in when the officer turns their weapon in.
  2. For officers travelling for department training or other functions, a small lock box is available and may be checked out from the firearms program to secure their weapon.
- E. Off-duty carry.
1. Only authorized firearms may be carried off duty. Officers must comply with all department policies, ordinances, and laws concerning the use and carrying of those firearms.
  2. Either authorized primary or backup handguns may be carried off duty. **See Attachment 2 for authorized back up firearms.**

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3. Authorized firearms will be carried out of sight, secured in a holster designed for that weapon, or in a separate compartment in a purse.
4. Employees are encouraged but not required to carry a firearm while off duty.

## VII. Maintenance and Modifications

### A. Maintenance.



All department firearms will be maintained by the Department Armorers.

1. The department will train and maintain Glock Armorers. They will be available to assist officers with personally owned Glock weapons.
  - a. Maintenance of any personally owned weapons are the responsibility of the officer. However, department armorers may be utilized as a resource for questions.
2. The department will train and maintain Rifle Armorers.
3. If a firearm is determined to be unsafe, the malfunctioning weapon will be taken out of service. The officer will notify their supervisor and the weapon will be secured in the armory. The supervisor will then notify a department armorer to have the weapon repaired.
4. Batteries for the department issued weapon mounted lights shall be changed at least once per year, normally when duty ammunition is changed.

### B. Modifications.

1. Authorized modifications/accessories for department/primary weapons are listed in **Attachment 1**.
2. No other modifications may be done to department firearms or holsters without the written permission of the Chief Range Officer.

## VIII. Inspection Procedures



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- A. Primary handguns will be “field inspected” once during each shift change period. Primary handguns will be “fully inspected” once per year by a department armorer. If a Glock 26 or Glock 43X is carried as primary weapon it must be inspected annually as noted for the primary issued weapons. If any deficiencies are found all required repair costs are the responsibility of the owner.
  1. Patrol Sergeants will be responsible for field inspections.
  2. Department Armorer will be responsible for full inspections, utilizing the manufacturer’s inspection checklist or equivalent.
  3. Firearms, optics, flashlights, magazines, and ammunition will be inspected as to cleanliness and compliance with this order.
- B. All department Firearms must be fully inspected prior to being issued or placed into service.
- C. Rifles and rifle ammunition will be inspected by a department Armorer on a yearly basis. Rifles and ammunition will be inspected as to cleanliness and compliance with this order. The record of rifle inspection (PC-0127) will be completed.
- D. The Chief Range Officer will see that spare, stock and issued department handguns, long guns, ammunition and firearms equipment are inventoried annually, and all required inspections are completed.

IX. Patrol Rifles

- A. Patrol rifles will be supplied by the department.
- B. When a patrol rifle is carried during a shift, each rifle will be inspected and logged into service on the Patrol Activity Log at the start of each shift. Rifles will also be function checked at the start of each shift as well as ensuring the mounted flashlight and optics are working (**See Attachment 4**). The function check procedures can be located near the weapon clearing barrel in the quartermaster room on the 2<sup>nd</sup> floor and in the police garage. Any officer that has received patrol rifle training will be required to take out a rifle.
- C. Rifles will be carried in the rack or in a soft case in the trunk of the vehicle.



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The rifle will be carried with the chamber empty, bolt closed, dust cover closed, magazine loaded with 28 rounds inserted in the well, and safety on.

- D. When a work order is completed, personnel responsible for completing the work order will remove the rifle from the car. Patrol rifles will be stored in the armory or quartermaster room on the 2<sup>nd</sup> floor.

X. Ammunition

- A. Only ammunition authorized by the Chief of Police may be utilized in an official capacity while on or off duty.
- B. The duty handgun ammunition used shall match that which the Michigan State Police use.
- As of November 14, 2023, the duty handgun ammunition shall be Federal 9mm 147 grain Tactical HST Hollow Point (P9HST2)
  - Until the current stock is depleted, Federal 9mm 147 grain Gold Dot Hollow Point is also authorized.
- C. The Patrol Rifle ammunition used shall match that which the Michigan State Police use.
- As of November 14, 2023, the duty patrol rifle ammunition shall be Federal .223 62 grain Tactical Bonded Soft Point (LE223T3)
  - Until the current stock is depleted, Federal .223 Rem, 62 grain Tactical Bonded is also authorized.
- D. Ammunition will be provided by the department for authorized firearms. The department will supply both training and duty ammunition for sworn personnel in the following calibers: .38 special, .380 ACP, 9 mm, .40 S&W and .45 ACP. This duty ammunition shall match the brand and type of the approved primary handgun ammunition for the department issued weapons listed above.
- E. Officers may carry additional personally owned ammunition of the same type issued by the department. The ammunition must be the same brand, type and grain as the issued duty ammunition.





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- F. Personnel will be issued the number of rounds required to fill their primary on duty handgun, plus the number of rounds required to fill their magazines normally carried on duty.
- G. Personnel will be issued the number of rounds of the capacity of any back up or off duty handgun they have shown proficiency with.
- H. All carried duty ammunition will be replaced annually.
- I. Spare duty ammunition.
  - 1. 100 rounds of each authorized caliber of ammunition, along with 100 rounds of rifle ammunition will be maintained in quartermaster locked gun cabinet and may be issued in an emergency where no one is available through normal channels to issue the ammunition.
  - 2. When any of the above spare ammunition is removed from the quartermaster locked gun cabinet, the Command Officer involved will immediately submit an e-mail to the Chief Range Officer describing what ammunition was used, and why. The Chief Range Officer will see that any used ammunition is replaced, and that such ammunition is periodically inventoried and turned over.
- J. Spare ammunition will also be maintained in the Patrol Command vehicles and SWAT Patrol vehicles.

#### XI. Metro SWAT

- A. Active members of Washtenaw Metro SWAT are authorized to carry and use the following weapons:
  - 1. Colt M-4 Commando 5.56 mm
  - 2. AR10
  - 3. Accuracy International AI/AT .308 Rifle
  - 4. Remington 870 12 Gauge Shotgun
- B. Active members of Washtenaw Metro SWAT will be issued a second primary handgun with the approval of the Chief Range Officer and Ann Arbor SWAT command.

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## XII. Honor Guard



- A. Active members of the Honor Guard unit are authorized to carry and use the following weapons while participating in an Honor Guard detail.
  1. Springfield 1911 Ronin 9mm Pistol
  2. M1 Garand Rifle with blank firing adapter
- B. Honor guard members must qualify once per calendar year with the above weapon in accordance with Policy and Procedure 033-011.
- C. The Honor Guard pistols, when not in active use, shall be stored in the armory.

## XIII. Firearms Training and Qualification



- A. All sworn personnel shall receive firearms training in accordance with Policy & Procedure 033-011 Firearms Training.
- B. All sworn personnel shall be required to qualify with all firearms they carry annually in accordance with Policy & Procedure 033-011 Firearms Training.

## XIV. Record Keeping

- A. The Chief Range Officer or their designee is responsible for maintaining the following records:
  1. A written record of all required special approvals and exceptions to this policy.
  2. Authorized handgun and holster modifications.
  3. Approved firearms.
  4. Approved ammunition.
  5. Firearms inspections.
  6. Reports of unsafe firearms.

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7. Attendance at department firearms training courses and department qualifications supplied by range personnel.
- B. The Property Officer is responsible for maintaining the following records:
1. Form U-11, Record of Handgun.
  2. The Property Officer will place all handguns an employee indicates he/she intends to carry on or off duty on the employee's equipment inventory.
- XV. This order is not able to cover all situations which may occur. Any deviations from it will be subject to close review.

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## Attachment 1

### AUTHORIZED PRIMARY WEAPONS



- I. Issued Primary Weapon – Glock 45 MOS
  - A. Sworn personnel will be issued a department owned Glock 45 MOS.
    1. The Glock 45 MOS shall be equipped with a weapon mounted light. The current approved and issued light is the Streamlight TLR7A.
    2. The Glock 45 MOS shall be equipped with a MRDS. The current approved and issued MRDS is the Holosun SCS MOS. This MRDS may only be mounted and used after the assigned officer has received department approved MRDS training.
    3. At the request of the assigned officer, the manufacturer provided grip adjustments may be used. These are to be installed by an armorer.
    4. The primary handgun's issued holster may be equipped with a Safariland QLS system. A tourniquet mounting bracket and holder may be used so long as it does not require permanent modification of the holster.
    5. No other modifications may be made without the written approval of the Chief Range Officer.
    6. The MRDS system shall be checked for accuracy annually.
    7. Talon Grip Sleeves, black in color will be allowed on department issued handguns. The grips must be put on by a department firearms instructor.
  
- II. Optional Officer Purchased Primary Weapon – Glock 26/Glock 26 MOS
  - A. The Glock 26/Glock 26 MOS handgun is authorized to be carried as a primary weapon by non-patrol officers who are assigned to plain clothes or primarily administrative tasks. Officers choosing to do so must notify the Chief Range Officer in writing.

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- B. The Glock 26/Glock 26 MOS may only be used as a primary weapon while working in a plain clothes or primarily administrative role. If working patrol or events the issued primary weapon must be used.
- C. Officers must qualify with the Glock 26/Glock 26 MOS once per year for the weapon to be carried. The weapon must also be inspected by an armorer annually.
- D. The Glock 26/Glock 26 MOS and all permitted options or modifications will be personally purchased.
  - 1. The Glock 26/Glock 26 MOS will be carried in a Safariland 7378 7TS holster for non-MRDS equipped guns or the 7378RDS 7TS for MRDS equipped guns. The holster may be worn with either a paddle or belt loop holder.
  - 2. The Glock 26/Glock 26 MOS must have 3-dot night sights unless equipped with a MRDS as outlined below.
  - 3. The Glock 26 MOS may be equipped with an Trijicon RMR, Holosun, or Aimpoint MRDS.
  - 4. The magazines may have a Glock or Pearce 2-round magazine extension or the Shield Arms magazine extension, no other brands are authorized. Officers may use their Glock 45 magazines in conjunction with an X-Grip Magazine Adapter with their Glock 26.
  - 5. Only those modifications that are allowed by policy for the department issued Glock 45 MOS will be allowed for the Glock 43X/Glock 43X MOS.
  - 6. If equipped with a MRDS system, it shall be checked for accuracy annually.



### III. Optional Officer Purchased Primary Weapon – Glock 43X/Glock 43X MOS.

- A. The Glock 43X/Glock 43X MOS handgun is authorized to be carried as a primary weapon by non-patrol officers who are assigned to plain clothes or primarily administrative tasks. Officers choosing to do so must notify the

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Chief Range Officer in writing.

- B. The Glock 43X/Glock 43X MOS may only be used as a primary weapon while working in a plain clothes or primarily administrative role. If working patrol or events the issued primary weapon must be used.
- C. Officers must qualify with the Glock 43X/Glock 43X MOS once per year for the weapon to be carried. The weapon must also be inspected by an armorer annually.
- D. The Glock 43X/Glock 43X MOS and all permitted options or modifications will be personally purchased.
  - 1. The Glock 43X/Glock 43X MOS will be carried in a Safariland SOLIS™ ALS® Concealment holster. The holster can be worn with either a paddle or belt loop holder.
  - 2. The Glock 43X/Glock 43X MOS must have 3-dot night sights unless equipped with a MRDS as outlined below.
  - 3. The Glock 43X MOS is allowed to be equipped with a Holosun 507K or Trijicon RMR CC MRDS.
  - 4. The Glock 43X/Glock 43X MOS must have the Shield Arms 15 round magazine. The second magazine may remain as the original Glock 43X magazine.
  - 5. The Shields Arms magazine catch must be installed in the Glock 43X/Glock 43X MOS.
  - 6. Only those modifications that are allowed by policy for the department issued Glock 45 MOS will be allowed for the Glock 43X/Glock 43X MOS.
  - 7. If equipped with a MRDS system, it shall be checked for accuracy annually. During this accuracy check, duty ammunition shall be used.



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## Attachment 2

### BACK UP WEAPONS

- I. Back up handguns are authorized to be used under the following regulations.
  - B. Weapons must be in a clean and operable condition.
  - C. Weapons must be chambered in the following caliber.
    1. .38 Special
    2. .380 ACP
    3. 9 mm
    4. .40 S&W
    5. .45 ACP
  - D. Handguns must be made by one of the following manufacturers.
    1. Beretta
    2. Colt
    3. FN
    4. Glock
    5. H&K
    6. Kimber
    7. Smith and Wesson
    8. Sig Sauer
    9. Springfield Arms
    10. Ruger
  - E. Back Up / Secondary Weapons may be equipped with a MRDS if originally designed for them by the manufacturer. MRDS Optics must be made by one of the following manufacturers:
    1. Aimpoint
    2. Holosun
    3. Leopold
    4. Trijicon
    5. Sig
    6. Steiner
    7. Shield





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### Attachment 3

## PATROL RIFLES

- I. Patrol rifles are authorized to be used under the following regulations.
  - A. Patrol rifles are the Colt M4 Commando 5.56 mm 11.5" barrel rifle.
    1. The rifle shall be equipped with a 4-position sliding butt stock
    2. The rifle shall be equipped with a fixed front iron sight and flip up rear iron sight.
    3. The rifle shall be equipped with an optic. The current optic is the Aimpoint PRO Sight.
    4. The rifle shall be equipped with a suppressor unless due to the nature of its use it cannot be, such as the motorcycle unit assigned rifle. The current suppressor is the GSL SWAT-5.
    5. The rifle shall be equipped with a weapon mounted light. The current light is the Inforce WML.
    6. The rifle shall be equipped with an adjustable sling. The current sling is the MagPul MS3 Sling Gen 2.
    7. The rifle shall be equipped with a MagPul MOE SL Hand Guard. This handguard will have a mounting rail and sling attachment point on each side.
    8. The Aimpoint PRO Sight will be checked for accuracy annually. During this accuracy check, duty ammunition shall be used.

The department may utilize a different make and model of rifle for training purposes. Its setup and function should be similar to the above Patrol Rifle.

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#### Attachment 4

### **PROPER** Function Check Procedures for Your AAPD Issued Rifle

1. Point the weapon into the clearing barrel.
2. Verify the weapon selector switch is on **SAFE**. If it is not on **SAFE** then your fellow Officer **FAILED** to store the weapon in the proper car carry position- Turn the selector switch to **SAFE**.
3. **REMOVE** the Fully loaded Magazine and place it somewhere away from the weapon system.
4. Using the charging handle and bolt catch, LOCK the Bolt Carrier to the Rear— NOTHING should be ejected—If a live round is ejected then your fellow Officer **FAILED** to store the weapon in the proper car carry position.
5. Visually and physically inspect the weapon to ensure it is not loaded.
6. Visually and physically inspect the weapon **AGAIN** to ensure that it is not loaded.
7. With a gross hand motor movement slam the Bolt catch release and let the bolt carrier close.
8. Pull the trigger-nothing should happen.
9. Turn the selector switch to fire.
10. Pull the trigger and hold it to the rear –the hammer should fall.
11. Pull the charging handle to the rear and release it while keeping trigger pulled.
12. Slowly let the trigger go forward and you should hear a small metallic click. This is the sear setting in the weapon.
13. Pull Charging handle to rear and release. The bolt should now be closed on an EMPTY chamber.
14. Turn Selector switch to **SAFE**.
15. If a live round ejected from step 4 replace it in the magazine. Place FULLY LOADED magazine back in the weapon and pull downward on it several times to ensure it seated properly.
16. Close the dust cover.
17. Verify Lighting system works in all positions.
18. Verify the AimPoint Optic is functional and adjusted to the preset brightness level.
19. Move Adjustable butt stock to all positions.
20. Your weapon is now in the PROPER car carry mode (Bolt closed on an empty chamber, LOADED magazine inserted, weapon on **SAFE**, dust cover closed). Replace to patrol car rifle rack and remember to leave it in this mode at the end of your shift should you lock and load during a call while on duty.